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Wiltshire Council
Where everybody matters

Full Planning Permission Validation Checklist

National Requirements -Plans

Location Plan ☑

Scale 1:2500 or 1:1250

When required

All applications

What information is required?

- Up to date map with site edged clearly with a red line, including any required visibility splays and access to the site from the public highway
- The direction of north should be shown.
- The plan must cover a large enough area to enable the location to be easily found.
- A blue line should be drawn around any other land owned by the applicant

Planning Policy Drivers and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 44 - 48 - found at: Communities and government validation guidance

Site Plan ☑

Scale 1:500 or 1: 250/1:200/1:100

When required

All applications

What information is required?

- The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.
- Written dimensions, including those to the boundary, should be shown.
- Any trees or public rights of way affected by the development should be shown, together with the proposed parking arrangements
- Any new boundary walls or fencing proposed as part of the development

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 44 - 48 - found at: Communities and government validation guidance

Other Documents

Application Form ☑

When required

All applications

What information is required?

Completion of the forms, further guidance is available to download Full Application guidance notes

Ownership Certificate ☑

When required

All applications

What information is required?

Completed Certificate stating the ownership of the application site

Where to look for further assistance

The Certificate is part of the planning application form and details on how to complete it are included in the application forms and guidance notes available on the Council's web site.

What information is required?

Where a third party own all or part of the application site, Notice of the application must be given to them
You can download a copy of the notice under article 6 on the Council's website

Fee ☑

When required

Planning applications incur a fee

What information is required?

The correct fee

Planning Policy and Where to look for further assistance

Full details can be found on the Council's web site or in Government Circular 04/2008

Design & Access Statement ☒

When required

Any major development (10 houses or 1000 or more square metres of floorspace) anywhere in Wiltshire.
In Conservation Areas and the Avebury/Stonehenge World Heritage Site only, any new residential development; or non residential buildings where the floorspace is 100 square metres or more.

What information is required?

A written statement which explains the design principles and concepts that have been applied to the development and that:
Demonstrates the steps taken to appraise the context of the development and how the design of the development takes that into account, including any impact on a heritage asset,
Explains the policy adopted as to access, and how development plan policies relating to access have been taken into account;
States what consultation, if any, has been undertaken on issues relating to access and what account has been taken of the outcome of any such consultation;
Explains how any specific issues which might affect access to the development have been addressed

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraph 128 and Section 6 of the Government's '*Guidance on Information Requirements and Validation*' 2010 Communities and government validation guidance

Local Requirements – Plans *All plans must include a scale bar*

Existing Elevations ☒

Scale 1:100 or 1:50

When required

Where alterations and/or extensions to an existing building are proposed

What information is required?

Drawings that clearly show the existing appearance of the building

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:
Communities and government validation guidance

Proposed Elevations ☑

Scale 1:100 or 1:50

When required

For all new buildings and for all proposals where extensions or alterations to an existing building are proposed

What information is required?

These should show any elevations that would be created or altered by the development. These should include proposed building materials and the style and materials of windows and doors.
Where new developments are proposed, plans should show the relationship of the new building to neighbouring buildings

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:
Communities and government validation guidance

Existing and Proposed Floor Plans ☑

Scale 1:100 or 1:50

For all new buildings and for all proposals where extensions are proposed

What information is required?

These should highlight any walls to be demolished and show the uses of the any proposed new rooms

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:
Communities and government validation guidance

Existing and Proposed Roof Plans ☑

Scale 1:100 or 1:50

When required

Where any roof is being altered and the change cannot be adequately shown on the elevation plans

What information is required?

The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:
Communities and government validation guidance

Site Sections/levels ☒

Scale 1:100 or 1:50

When required

When a change in level is proposed e.g. on a sloping site

What information is required?

These should show existing and proposed site levels, and finished floor levels, with levels related to a defined datum point

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Site Survey ☒

Scale Minimum of 1:200

When required

New residential development

What information is required?

Survey showing existing features and levels

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

Communities and government validation guidance

Other Documents

Flood Risk Assessment ☒

When required

When the development is within Environment Agency Flood Zone areas Areas 2 or 3 OR is over 1 hectare in size in Flood zone 1

What information is required?

Proportionate Flood Risk Assessment

Planning Policy and Where to look for further assistance

Detailed Guidance from the Environment Agency can be found at:

http://www.environment-agency.gov.uk/research/planning/82584.aspx

The site also shows flood risk areas

National Planning Policy Framework paragraphs 100 to 104

Ecological Assessment/ Protected Species survey ☒

When required

Find out if your application needs to be supported by an ecological survey, by entering details in our guidance form here: https://survey.wiltshire.gov.uk/snapwebhost/s.asp?k=163404241874 . The form is a guide only and may not pick up all ecological constraints relevant to your application.

What information is required?

This depends on the proposal details and site context. Support can be found here:

www.wiltshire.gov.uk/planning-bio-ecological-survey

Planning Policy and Where to look for further assistance

Advice can be found on the Council's web site here Biodiversity and Development

and in the list of documents available to download here www.wiltshire.gov.uk/planning-bio-ecological-survey .

Land Contamination Assessment ☒

When required

For redevelopment of former petrol filling sites; commercial garages; landfill sites and other brownfield sites where contamination is known or suspected

What information is required?

Desk based study. Report of on-site investigative reports if warranted by desk study

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraphs 120 to 121

British Urban Regeneration Association

Transport Assessment ☒

When required

Residential development of 100 dwellings; Retail and/or employment/leisure uses of 1000m2.or more; and waste management facilities

What information is required?

Transport implications of the proposal, including access to the site by different modes and impact on any nearby trunk road

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraphs 29 to 41

Archaeological Assessment ☒

When required

Where the site includes, or has the potential to include, a heritage asset of archaeological interest

What information is required?

Desk-based assessment Field evaluation if desk based assessment points to its necessity

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraph 128

Functional and viability assessment ☒

When required

When the proposal includes an isolated dwelling in the countryside for agricultural; equestrian or other rural based enterprises business

What information is required?

Professional assessment by independent expert/consultant on whether there is an essential need for a rural worker to live near their place of work in the countryside

Planning Policy and Where to look for further assistance

PPS7 Annex A - Whilst withdrawn as Government guidance offers sound advice on contents of any assessment

Waste Audit ☒

When required

For residential developments of 10 or more houses; new employment premises of 300m2; new retail facilities 500m2

What information is required?

Details of means of minimising waste during the development process; and for encouraging post development recycling

Planning Policy and Where to look for further assistance

Wiltshire & Swindon Waste Core Strategy DPD Policy WCS 6

Noise Impact Assessment ☒

When required

For industrial uses falling within class B2 (general industrial uses) and that are proposed within 10 metres of a boundary with residential property and waste management facilities. For proposed residential uses that are adjacent to or within close proximity of noise generating industrial uses

What information is required?

A professional noise assessment that demonstrates the impact of the use on the amenity of existing residential properties or in the case of proposed new residential development demonstrates the likely impact on the amenity of the occupiers of the proposed dwellings including any mitigation proposals

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraph 123

Ventilation/Extraction Details ☒

When required

For proposed new restaurants; hot food takeaways and public houses and other premises selling/serving hot food

What information is required?

Details of the ventilation/extraction proposals, including the associated alterations/additions to the external appearance of the building required to accommodate them

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraph 123

Landscape and visual impact appraisal ☒

When required

Proposals for major development or waste management facility within or adjacent to an area of outstanding natural beauty

What information is required?

A professional landscape and visual impact assessment that demonstrates the impacts on the character and appearance of the landscape and includes an appropriate mitigation strategy

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraph 109 and 116 and Policy WDC 7 of the Wiltshire and Swindon Waste Development Control Policy DPD

Statement of Community Involvement ☒

When required

- Major developments of 10 dwellings or more, including sheltered housing
- Retail developments of 1,000 square metres or more
- Waste Management facilities
- Large road schemes
- Mineral extraction
- and other developments of 1,000 square metres or more likely to generate significant public interest

What information is required?

Submission of a report outlining what public consultation has been undertaken and how the results have been taken into account in the application

Planning Policy and Where to look for further assistance

Wiltshire Council Statement of Community involvement, pages 31-38 available on the Council's web site

Planning Obligations Draft Heads of Terms ☒

When required

For any proposal that requires the completion of a legal agreement or where one is being offered, including those where the Council has given written confirmation in pre-application discussions that an agreement will be required

What information is required?

Heads of Terms covering the relevant areas

Planning Policy and Where to look for further assistance

Wiltshire Council Statement of Community Involvement, pages 31-38 available on the Council's web site

Planning Statement ☑

When required

Where demolition of the building in a Conservation Area is proposed

What information is required?

Assessment of the contribution of the building to the character and appearance of the Conservation Area. Explanation and justification for the proposed demolition.

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraph 128.