

Local Validation Checklist

The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out a number of mandatory national requirements for planning applications, including application forms, fees, ownership certificates and location/site layout plans.

A Local Validation list is a compendium of the supporting documents which are required to be submitted when making a planning application. The list sets out the information that will be required and in what circumstance that information is required.

Paragraph 193 of the National Planning Policy Framework (NPPF) requires Local planning authorities to publish a list of information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local planning authorities should only request supporting information that is relevant, necessary, and material to the application in question.

This local list is designed to provide clarity for applicants and agents about the need for submission of required documents up-front, having regard to the size, scale and complexity of the application. This will help ensure agents and applicants know exactly what is required of them in support of their proposal to validate a planning application and enable determination as quickly as possible within the statutory time limit.

Following a period of public consultation between the 19th of February 2024 and the 15th of March 2024, this approved list of Local Validation requirements came into effect on XXXX.

Local Validation Checklist Table

Application type	National Requirements						Local Validation Requirements												
	Application form/fee/ Ownership Certificate	Location Plan (1:1250)	Block Plan (1:200/ 1:500)	To scale Plans of all existing and proposed elevations	Design and access statement ¹	Complete Defra metric & statement ²	Biodiversity Gain Plan ³	Ecological Survey ⁴	Unilateral Undertaking for GIRAMS ⁵	Heritage Statement ¹⁴	Arboricultural report ⁶	Flood Risk Assessment/ Compliance With Policy ENV09 of the Breckland Local Plan (adopted 2019)	Structural Survey	Contaminated land vulnerability questionnaire ⁷	Air quality and dust ⁸	Lighting Assessment ⁹	Joinery details and Schedule of works	Healthy Planning Checklist ¹⁰	Health Impact Assessment
Householder	Yes	Yes	Yes	Yes						Where any protected and priority species are likely to be present	Yes, in a Conservation Area or within the curtilage ^{15/} setting ¹⁶ of a Listed Building or Heritage Asset								
Outline	Yes	Yes	Indicative plan showing potential layout	Yes if major application ¹¹ . In a Conservation Area if for one or more dwellings or building(s) with a floor space of 100 square metres or more	Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes	Yes where overnight stays are created	Yes, in a Conservation Area or within the curtilage ^{15/} setting ¹⁶ of a Listed Building or Heritage Asset	Yes where trees/ hedgerows are likely to be affected	Yes for major applications ¹¹ or applications in areas of flood risk. Minor applications: Statement of compliance with Policy ENV09 ¹²		Yes	Applications which may have potential effects on air quality ⁸	Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses		If over 5 dwellings or 1000sqm of floorspace	If over 50 dwellings	
Reserved Matters	Yes	Yes	Yes	Yes	Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes	Yes where overnight stays are created (and not completed at outline)	Yes, in a Conservation Area or within the curtilage ^{15/} setting ¹⁶ of a Listed Building or Heritage Asset	Yes where trees/ hedgerows are likely to be affected	Yes for major applications ¹¹ or applications in areas of flood risk. Minor applications: Statement of compliance with Policy ENV09 ¹²		Yes	Applications which may have potential effects on air quality ⁸	Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses		If over 5 dwellings or 1000sqm of floorspace	If over 50 dwellings	
Full	Yes	Yes	Yes	Yes	Yes if major application ¹¹ . In a Conservation Area if for one or more dwellings or building(s) with a floor space of 100 square metres or more	Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes	Yes where overnight stays are created	Yes, in a Conservation Area or within the curtilage ^{15/} setting ¹⁶ of a Listed Building or Heritage Asset	Yes where trees/ hedgerows are likely to be affected	Yes for major applications ¹¹ or applications in areas of flood risk. Minor applications: Statement of compliance with Policy ENV09 ¹²	For all Policy HOU12 ¹³ applications – Yes. Also where new stories are added	Yes	Applications which may have potential effects on air quality ⁸	Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses		If over 5 dwellings or 1000sqm of floorspace	If over 50 dwellings

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Prior Approvals, including Part Q	Yes	Yes	Yes	Yes including a floor plan with dimensions/ use and elevation plans (the latter not required to validate the application but could result in refusal if not submitted)				Yes (not required to validate the application but could result in refusal if not submitted)	Yes where overnight stays are created				Yes (not required to validate the application but could result in refusal if not submitted)	Yes (not required to validate the application but could result in refusal if not submitted)						
Change of Use	Yes	Yes	Yes	Yes				Yes	Yes where additional overnight stays are created	Yes, in a Conservation Area or within the curtilage ¹⁵ / setting ¹⁶ of a Listed Building or Heritage Asset		Yes for major applications ¹¹ or applications in areas of flood risk. Minor applications: Statement of compliance with Policy ENV09 ¹²	Yes		Applications which may have potential effects on air quality ³	Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses		If over 5 dwellings or 1000sqm of floorspace	If over 50 dwellings	
Variation of Condition	Yes			Yes, annotated amended drawings including a schedule of changes or other supporting plans/ documents		Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes		Yes, in a Conservation Area or within the curtilage ¹⁵ / setting ¹⁶ of a Listed Building or Heritage Asset	Yes where trees/ hedgerows are likely to be affected	Yes for major applications ¹¹ or applications in areas of flood risk. Minor applications: Statement of compliance with Policy ENV09 ¹²		Yes		Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses		If over 5 dwellings or 1000sqm of floorspace	If over 50 dwellings	
Advert	Yes	Yes	Yes	Yes																
Non-Material Amendment	Yes			Yes, if amending plans & including a schedule of changes.																
Permission in Principle	Yes	Yes	Indicative plan showing potential layout					Yes	Yes where overnight stays are created	Yes, in a Conservation Area or within the curtilage ¹⁵ / setting ¹⁶ of a Listed Building or Heritage Asset	Yes where trees/ hedgerows are likely to be affected			Yes				If over 5 dwellings or 1000sqm of floorspace		

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Technical Details Consent	Yes	Yes	Yes	Yes	Yes			Yes	Yes where overnight stays are created and not secured at PIP	Yes, in a Conservation Area or within the curtilage ¹⁵ / setting ¹⁶ of a Listed Building or Heritage Asset	Yes where trees/ hedgerows are likely to be affected	Yes for applications in areas of flood risk and/or statement of compliance with Policy ENV09 ¹²		Yes		Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses		If over 5 dwellings or 1000sqm of floorspace		
Listed Buildings	Yes	Yes	Yes	Yes	Yes				Yes			Yes, if significant works of conversion, rebuilding or demolition are proposed.								

The information required above is to make an application valid. If not requested at validation stage, it may still be required at a later date during the course of an application, so that development can be permitted. In these cases, the information will be requested by the Case Officer; failure to provide within the specified timeframe could result in the refusal of planning permission.

Details of national planning requirements including, plans, scales, fees, forms, design and access statements can be found within the NPPG - <https://www.gov.uk/guidance/making-an-application#Validation-requirements-for-planning-permission>. For all application types, the red application site line must be to the nearest adopted highway and notice served on any landowners within the red line, with the correct ownership certificate served.

Planning Fees - https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf

1) Design and Access Statement - A Design and Access Statement is a concise report accompanying certain applications for planning permission. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal. The level of detail in a Design and Access Statement should be proportionate to the complexity of the application but should not be long.

2) Defra Metric in excel format - <https://www.gov.uk/guidance/biodiversity-metric-calculate-the-biodiversity-net-gain-of-a-project-or-development>

3) **Biodiversity Gain Plan** - <https://www.gov.uk/guidance/submit-a-biodiversity-gain-plan>

Where development is subject to the biodiversity gain condition a statement should be submitted demonstrating how the person who has completed the metric meets the test of being a competent person. A competent person has the knowledge and skills to perform specified tasks to complete and review biodiversity metric calculations (in the case of a statutory metric) or to complete and review small sites metric calculations (in the case of a small sites metric). The person may have obtained this through training, qualifications, experience, or a combination of them.

4) **Ecological Survey** – these MUST be no older than 18 months having regard to the CIEEM (2019) Advice note. Protected and Priority species surveys have different lifespans, depending on species, a Badger assessment for example is only valid for a maximum of 12 months. The applicant shall indicate within their planning application if the site is within or located within a certain distance of designated sites and requesting further detail if the site is located within or near to designated sites. Applicants can use DEFRA’s website MAGIC to identify if the site is within a Nutrient Neutrality Impact Risk Zone or Breckland’s website - <https://www.breckland.gov.uk/planning/nutrient-neutrality/calculator> or Breckland SPA buffer or nesting buffer and use open source mapping for GCN Risk Zones for DLL.

5) **GIRAMs** - <https://www.breckland.gov.uk/article/2940/Section-106-Agreements-and-Unilateral-Undertakings>

Unilateral Undertaking (UU) can be downloaded from the Council’s website via the following link:

<https://www.breckland.gov.uk/article/2940/Section-106-Agreements-and-Unilateral-Undertakings>

6) **Arboricultural Report** – See document, ‘When is a Tree Survey Necessary’ - <https://www.breckland.gov.uk/planning/trees-development-sites>

7) **Contamination Questionnaire** - <https://www.breckland.gov.uk/media/16486/Vulnerable-Development-Questionnaire-2020/pdf/Vulnerable-Development-Questionnaire.pdf?m=637871925701330000>

8) **Air Quality and Dust Impact Assessments** - <https://www.apis.ac.uk/>. Air Quality screening is required for:

- Anything in an Air Quality Management Area (AQMA)
- Any intensive farming, particularly where the activity needs an Environment Agency permit

OR, if any of the following apply:

- 10 or more residential units, or a site area of more than 0.5ha
- More than 1,000m² of floor space for all other uses, or a site area greater than 0.5ha

Coupled with any of the following:

- The development has more than 10 parking spaces
- The development will have a centralised energy facility or other centralised combustion process

Note: Consideration should still be given to the potential impacts of neighbouring sources on the site, even if an assessment of impacts of the development on the surrounding area is screened out.

9) Lighting assessment – Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses should provide:

- Layout plan with beam orientation
- A schedule of the equipment
- Proposed hours of operation
- An isolux contour map showing light spillage to 1 lux
- Light levels
- Details of the measures such as hoods and cowls that will be included to mitigate and avoid glare.

10) Healthy Planning Checklist - <https://www.norfolk.gov.uk/-/media/norfolk/downloads/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/strategic-member-forum/health-protocol-17-july-2017.pdf?la=en&hash=A80A4E47F200DA87D7AD25463B47F7BBFDEF7072>

11) Major development - means the provision of dwellinghouses where (i) the number of dwellinghouses to be provided is 10 or more; or (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or development carried out on a site having an area of 1 hectare or more.

12) Statement of compliance with Policy ENV09 of the Breckland Local Plan (adopted 2019) - Developers will be required to show that the proposed development would: i) not increase green field run off rates and vulnerability of the site, or the wider catchment, to flooding from surface water run-off from existing or predicted water flows; ii) wherever practicable, have a positive impact on the risk of surface water flooding in the surrounding area adjacent to the development; and iii) address potential impact of infiltration upon groundwater Source Protection Zones and/or Critical Drainage Catchments.

13) HOU12 – Conversion of Rural Buildings (Breckland Local Plan adopted 2019).

14) Heritage Statement - A heritage statement should set out the details of the history and the development of the heritage asset, using photographic, map, archival and fabric evidence. It should be accompanied by a photographic record, showing the site context and spaces and features which may be affected by the proposal, preferably cross referenced to survey drawings. It should also include an assessment of the archaeological, architectural, historical or other significance of the asset. It will also be necessary to include an assessment of the impact of the proposed works on the significance of the asset, and a statement of justification for those works, together with any mitigation measures proposed. The justification element of the statement should cover the design and the extent of the proposed extensions, the remodelling, alteration, or loss of historic fabric and the remedial structural interventions necessitated by the condition of the fabric.

15) Curtilage of a Listed Building - <https://historicengland.org.uk/images-books/publications/listed-buildings-and-curtilage-advice-note-10/heag125-listed-buildings-and-curtilage/#:~:text=The%20curtilage%20of%20a%20building,associated%20with%20that%20principal%20building.>

16) Setting of a Listed Building/Heritage Asset - <https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets/heag180-gpa3-setting-heritage-assets/>

Further points to note:

Please note further information may be requested to determine a planning application, this will be requested on a case-by-case basis by your case officer. Further information may include, noise assessment, ventilation information, updates to design, retail impact or viability information. If you are unsure whether information is or isn't required to determine your application, please contact planning@breckland.gov.uk or you may wish to request pre-application advice. Further information regarding pre-application advice can be found on our website via this link - <https://www.breckland.gov.uk/article/2936/Pre-application-advice>

Noise Assessments - Applications for residential and other noise sensitive development close to existing sources of noise, or in areas with an existing noisy environment; mixed use applications comprising both noise generating and noise sensitive uses; noise generating uses that raise disturbance issues to existing noise sensitive premises; applications involving installation of flues, air conditioning, plant, extraction etc in the vicinity of noise sensitive uses, must submit a noise assessment prepared by a suitably qualified acoustician, detailing:

- Existing noise environment and background noise level
- Identification of any potential noise sources that will form any part of the proposed development, or any existing noise sources that are likely to affect the proposed development, together with any mitigation measures to ensure that the proposed development does not or is not adversely affected
- Proposed location of noise-generating plant, processes or equipment
- Opening hours and where appropriate collection and/or delivery times for commercial premises within noise sensitive areas
- Where appropriate a BS 4142:2014+A1:2019 (or the equivalent relevant UK adopted standard in force at the time of the application)
- Where appropriate a noise management plan

(Advice may be sought from the council's Environmental Protection Team for individual requirements at envprotect@breckland.gov.uk).

Ventilation and Extraction - Details of the position and design of ventilation and extraction equipment, including odour abatement techniques, should accompany all applications for premises that will be used for the sale of hot food, including takeaways, bars/pubs, restaurant, and café use. A noise impact assessment (see above) should also be submitted where the application is likely to affect existing noise sensitive premises or is a mixed use application which comprises any premises used for the sale of hot food with residential accommodation.

Details of the position and design of ventilation and extraction equipment will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

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. The interactive design guide <https://www.securedbydesign.com/guidance/interactive-design-guide> is also a very good and self-explanatory tool that can walk you through the various elements of designing out crime in a visual manner.

Sport England checklist - In addition to the national validation requirements set out within the Government's [Planning Practice Guidance](#), Sport England recommends that planning applications affecting playing field land should provide sport specific information as set out in the Sport England checklist (attached). This information will enable Sport England to provide a substantive response to applications on which it is consulted. It will also aid the LPA to assess an application in light of [P.99 of the NPPF](#) and relevant Local Plan policies. The checklist presents the recommended requirements for all applications. It also indicates the information that Sport England recommends should be submitted where an applicant feels their development may meet with one of the exceptions to Sport England's [Playing Fields Policy](#).