

**Table 2 – National Validation Requirements**

Criteria	Description of information required *where applicable
<b>Application form</b>	All sections need to be completed using the relevant <a href="#">form</a>
<b>Ownership Certificate</b>	An ownership certificate (A, B, C or D) must be signed and dated stating the ownership of the property. For this purpose an “owner” is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. If the applicant is the owner, Certificate A should be signed and dated, if the applicant is not the owner Certificate B should be signed and dated and a notice should be served on the owner served in accordance with Article 11 of the Town & Country Planning (Development Management Procedure) Order 2010. Certificate C should be signed if some but not all of the owners can be identified and Certificate D should be signed if none of the owners can be identified.
<b>Agricultural Holdings Certificate</b>	<p>This certificate should be signed and dated regardless of whether or not the site includes an agricultural holding. Any agricultural tenants must be notified prior to the submission of the application.</p> <p>Not required for Reserved Matters applications, renewals of temporary planning permission; non-material amendments; agreement/variation of conditions or express consent to display an advertisement, listed building consent and conservation area consent.</p>
<b>Site Location Plan</b>	The plan must show the site outlined in red at a metric scale of 1:1250 or 1:2500 with a north point. Any other land owned by the applicant must be outlined in blue. The site location plan should also include nearby properties/streets, their postal numbers and street names.
<b>Plans &amp; Drawings</b>	<p>If submitted drawings do not contain sufficient detail, the registration of a planning application may be delayed until revised or additional drawings are submitted. Detailed drawings are the most important part of a planning application therefore it is essential that they are of a suitable standard and include all the relevant information necessary to illustrate the proposed development in detail. The plans should therefore include the following:</p> <ul style="list-style-type: none"> <li>• All plans and drawings must be accurately drawn, using a conventional metric scale such as 1:100 or 1:50 and must be drawn true to the stated scale(s). Plans/drawings must not contain disclaimers such as ‘Not to Scale’ and ‘Do Not Scale’ with the exception of ‘perspective’ drawings;</li> <li>• All elevations of proposed development should be shown with corresponding existing drawings;</li> <li>• Measured dimensions on the plans/drawings should be included;</li> <li>• The clearest way to present proposals is to group “existing” and “proposed” drawings side by side, using the same scale for both;</li> <li>• Each plan/drawing should have a title box stating the address and proposal the title of the drawing (e.g. “existing rear elevation, proposed floor plan”), the date, scale of the drawing and the drawing number, with revisions clearly identified.</li> </ul>

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	<p><b>Block plan</b> - showing the proposal in relation to the site boundaries, other buildings and trees at a metric scale of 1:200 or 1:500  <b>Elevations</b> – all existing and proposed to be shown at a metric scale of 1:50 or 1:100 (if not retrospective)  <b>Floor plans</b> – existing (where relevant) and proposed at a metric scale of 1:50 or 1:100.  <b>Sections</b>- required where any proposal involves a change in levels or is on a sloping site. Drawings should include finished floor levels.</p>
<p><b>Correct Fee</b></p>	<p>Please check the <a href="#">summary of fees</a> for the various applications.</p> <p>Alternatively, the Planning Portal has a useful <a href="#">fee calculator</a>.</p>
<p><b>Design &amp; Access Statements</b></p>	<p>Design and Access Statements (DAS) are required unless an application is for:</p> <ul style="list-style-type: none"> <li>(a) variation of condition(s) (s73 app) – this includes applications for ‘Minor Material Amendments’</li> <li>(b) engineering or mining operations;</li> <li>(c) change of use</li> <li>(d) Householder application (unless in conservation area);</li> <li>(e) non-domestic extension where the floor space created by the development does not exceed 100 square metres (unless in conservation area);</li> <li>(f) means of enclosure under 2m high (unless in a conservation area or surrounding a listed building)</li> <li>(g) development on operational land consisting of the erection of a building where—             <ul style="list-style-type: none"> <li>(i) the cubic content of the development does not exceed 100 cubic metres; and</li> <li>(ii) as a result of the development, the height of the building does not exceed 15 metres above ground level, or its former height, whichever is the greater; (unless in conservation area);</li> </ul> </li> <li>(h) the alteration of an existing building where the alteration does not increase the size of the building (unless in conservation area);</li> <li>(i) the erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery does not exceed 15 metres above ground level, or its former height, whichever is the greater, (unless in conservation area)</li> <li>(j) to extend time limit of existing permission.</li> </ul> <p>The level of detail required in a DAS will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The DAS should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with.</p>

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	<p><b>Information provided within the DAS cannot be a substitute for other requirements in either the National or Local List.</b> What is required in a DAS is set out in Article 4C of the Town &amp; Country Planning (General Development Procedure) Order 1995 (As amended). Further guidance can be found in the CABE publication "<a href="#">Design and Access Statements: how to write, read and use them</a>"</p>
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