

Full Planning Permission & Listed Building Consent 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 and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 44 - 47 - 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 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 on the Planning Portal website at [Introduction - Consent types - Planning Portal](#)

Ownership Certificate

When required

All applications

Where to look for further assistance

The Certificate is part of the planning application form. Further information on what to submit can be found on the Planning Portal at [What to submit - How to apply - Planning Portal](#).

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. Notice under article 6 can be found on the government's website [The Town and Country Planning \(General Development Procedure\) Order 1995 \(legislation.gov.uk\)](#)

What information is required?

Completed Certificate stating the ownership of the application site

Fee

When required

Planning applications incur a fee

What information is required?

The correct fee

Planning Policy and Where to look for further assistance

For full details of fees and to calculate your planning fee, go to [Fees for planning applications - GOV.UK \(www.gov.uk\)](#) or the [Planning Portal](#) website

Design & Access Statement

When required

All applications

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;

Demonstrates how the design principles and concepts take account of the special architectural or historic importance of the building;

Demonstrates how the design principles and concepts take account of the particular physical features of the building that justify its designation as a listed building;

Demonstrates how the design principles and concepts take account of the buildings setting;

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

The written statement should include an assessment of the impact of the proposed works on the significance of the building and those areas affected by the works, including any steps that are to be taken to avoid or minimise any adverse impacts. (Specialist input may be required to aid understanding of the building where features of special interest are affected)

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraphs 128-138 and associated Historic Environment Planning Practice Guide. The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns Forum may also assist and is available here: <https://www.htvf.org/publications/making-better-planning-applications-listed-building-content/>

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

Plans for alterations to a Listed Building should usually be drawn to a scale of 1:50. It is rare that plans will be accepted at a smaller scale as it becomes difficult to illustrate architectural features. However in the case of very simple localised works, or large buildings where very simple localised works are proposed, plans on a smaller scale of 1:100 may be acceptable.

Existing Elevations

Scale 1:50 (see note above for when 1:100 may be acceptable)

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 1:50 (see note above for when 1:100 may be acceptable)

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

National Planning Policy Framework paragraphs 128-138 and associated Historic Environment Planning Practice Guide. The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns Forum may also assist and is available here:

<https://www.htvf.org/publications/making-better-planning-applications-listed-building-content/>

Existing & Proposed Floor Plans

Scale 1:50 (see note above for when 1:100 may be acceptable)

When required

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

National Planning Policy Framework paragraphs 128-138 and associated Historic Environment Planning Practice Guide. The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns Forum may also assist and is available here:

<https://www.htvf.org/publications/making-better-planning-applications-listed-building-content/>

Existing & Proposed Roof Plans

Scale 1:50 (see note above for when 1:100 may be acceptable)

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

National Planning Policy Framework paragraphs 128-138 and associated Historic Environment Planning Practice Guide. The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns Forum may also assist and is available here:

<https://www.htvf.org/publications/making-better-planning-applications-listed-building-content/>

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:

<https://www.htvf.org/publications/making-better-planning-applications-listed-building-content/>

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:

<https://www.htvf.org/publications/making-better-planning-applications-listed-building-content/>

Detailed drawings of new windows, doors, mouldings etc.

Scale Minimum of 1:20 to provide general view. Where architectural details form the main focus of an application large scale drawings of individual architectural details will be required e.g. joinery at 1:5 elevations with 1:2 sections

When required

Where new doors or windows or features are proposed

What information is required?

Detailed scale drawings showing sections, mouldings, profiles and materials

Planning Policy and Where to look for further assistance

Historic Environment Planning Practice Guide

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

Policy Drivers 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 165 to 175

Ecological Assessment/ Protected Species survey

When required

Find out if your application needs to be supported by ecological information, by going to [Biodiversity and development - Wiltshire Council](#) and clicking on the guidance form "Does my application need to be supported by ecological Information?" Please note this is a guide only and may not pick up all ecological constraints relevant to your application.

What information is required?

This depends on the nature of your proposal and its geographical location within Wiltshire. This link [Biodiversity and development - Wiltshire Council](#) can help you decide what to include in ecology survey and assessment reports and what to submit if you need to demonstrate Biodiversity Net Gain and / or nutrient neutrality. From this link you can also access information about mitigation strategies and contribution rates where development affects protected sites.

Planning Policy and Where to look for further assistance

National Planning Policy Framework [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#); protected species and sites [Protected species and development: advice for local planning authorities - GOV.UK \(www.gov.uk\)](#); biodiversity net gain [Biodiversity net gain - GOV.UK \(www.gov.uk\)](#); nutrient neutrality [Nutrient Neutrality and Mitigation: A summary guide and frequently asked questions - NE776 \(naturalengland.org.uk\)](#).

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 189 to 194

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 108 to 117

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 200

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 and Swindon Waste Core Strategy 2006 – 2026](#)

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 paragraphs 180 and 191

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

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

Structural survey

When required

Where structural changes to a listed building are proposed, such as alterations to the roof; cutting of beams new openings in historic fabric

What information is required?

A professional structural survey that demonstrates that the alterations proposed will not adversely affect the structural stability of the listed building **Planning Policy and Where to look for further assistance**

Historic Environment Planning Practice Guide
[Introduction - Consent types - Planning Portal](#)

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

[Statement of Community Involvement - Wiltshire Council](#)

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 Section 12 of 'Achieving well-designed and beautiful places'

[Wiltshire and Swindon Waste Development Control Policy 2006 – 2026.](#)

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
- 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

Schedule of works and/or specification of repairs

When required

Mainly required for complicated or larger scale proposals including a number of different elements

What information is required?

May take the form of a written schedule or annotations to the proposal drawings

Planning Policy and Where to look for further assistance

Historic Environment Practice Guide paragraph 68

Structural and Marketing Report

When required

When demolition of a listed building or heritage asset is proposed on structural and economic grounds

What information is required?

Structural report and marketing report

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraph 128