



North Lincolnshire Council Interim Validation Check List (January 2018)

Validation criteria checklists for planning applications – information requirements

For an application to be valid it must include the relevant forms, plans and other details to provide sufficient information to determine the application. This checklist explains what should be provided under (A) Statutory National and Local requirements, (B) plans and drawings and other (C) information. In all cases the information we request will be necessary and in proportion to the nature and scale of the proposal and a material consideration in determining the application. However, if you do not submit the necessary details it may be invalid, resulting in delays.

(A) Statutory National Requirements

One hard copy of the information referred to below shall be provided unless the application is submitted electronically.

- completed application form, with all questions answered, signed and dated
- completed, signed and dated Ownership Certificate and Agricultural Land Declaration (either A, B, C or D) including details of Notice No. 1 or 2 if relevant
- a Design and Access Statement detailing the design, context and access (both vehicular/pedestrian and disabled), crime prevention measures and climate change considerations for the proposal if required, **(see Appendix 1 for applications that do not need a design and access statement also Article 9(1) DMPO (2015))**
- the correct fee. If you consider that no fee is required please state why e.g. disabled adaptation, exempt or resubmission.
- a summary of a major planning application where the submitted information exceeds 100 sheets (excluding the application form).
- an environmental statement, if necessary.
- additional supporting information specified by the Local Authority in the local lists of information requirements.

As a minimum, you must provide information on the following for all outline applications:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
- **Amount of development** – the amount of development proposed for each use.
- **Layout** – none if layout is a reserved matter.
- **Scale** – none if scale is a reserved matter.
- **Appearance** – none if appearance is a reserved matter.
- **Landscaping** – none if landscaping is a reserved matter.
- **Indicative access points** – an area or areas in which the access point or points to the site will be situated.

Site Location plan based on an up-to-date map (AND in line with our local validation checklist) which should

- be at an identified standard metric scale (typically 1:1250 or 1:2500 for larger sites) but wherever possible the plan should be scaled to fit onto A4
- identify sufficient roads and/or buildings on land adjoining the application site
- show properties numbered or named
- show 2 road names
- show the direction of North
- the application site should be clearly edged with a red line and include all land necessary to carry out the proposed development (eg land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)
- A blue line should be drawn around any other land owned by the applicant close to or adjoining the application site

Local validation list

- show OS Crown copyright as an acknowledgement
- show the correct license number if you wish to print or copy maps for applications
- not be a Land Registry document
- not be used for multiple applications
- not be a photocopy or screen grab image
- not to be copied from existing OS mapping if using hand drawn maps – such as standard sheets

Existing and proposed site layout (Block Plan) which should

- be at an appropriate metric scale (typically 1:100, 1:200 or 1:500)
- show the direction of North
- show all site boundaries
- show all existing buildings and structures, property/ownership boundaries, gardens, open spaces, boundary treatments (walls, gates, hedges and fences) and car parking with written dimensions including those to the boundaries
- show adjacent houses and buildings, including the position of windows in these adjacent properties and roads and footpaths on land adjoining the site including existing access arrangements with written dimensions
- show all public rights of way crossing or adjoining the site
- show the position, spread and species of all trees on the site, and those on adjacent land influencing or that might be affected by the development, within 12 metres of the site. (Trees are any plant having a stem diameter over 75mm at 1.5m in height.)
- show the proposed layout and how this relates to the existing details referred to above
- show the extent and type of any proposed hard surfacing
- show any proposed boundary treatment including walls, fencing, hedges and/or trees
- show details of any vehicular/pedestrian access

(B) Local Requirements – Plans and Drawings

Existing and proposed relevant elevations which should

- be at an appropriate metric scale (e.g. 1:50 or 1:100)
- show the proposed works in relation to existing
- show all sides of the proposal including any blank elevations
- show proposed building materials
- show the style, materials and finish of windows and doors
- where the proposed elevation adjoins another building (or is in close proximity) the relationship between the buildings and the position of the openings in each property should be clearly shown

Existing and proposed relevant floor plans which should

- be at an appropriate metric scale (e.g. 1:50 or 1:100)
- show each floor of a new building
- show each floor to be altered with existing and proposed floor layout and the dimensions of each room
- show internal and external doors and windows
- show where existing buildings, walls, staircases, structures and fittings are to be demolished
- show the relationship of the proposal to adjacent buildings

Existing and proposed sections, finished floor and site levels which should

- be at an appropriate metric scale (eg 1:50 or 1:100)
- show cross section(s) through the proposed building(s) together with details of foundations and eaves, including their relationship to the site boundary
- where a change in ground level is proposed, show both existing and finished levels
- show how proposed buildings will relate to existing site levels and neighbouring development.
- show existing site levels and finished floor levels (related to a fixed datum point off site).

Existing and proposed roof plans which should

- be at an appropriate metric scale (eg 1:50 or 1:100)
- show the shape of the roof
- indicate the proposed roofing material
- show any vents
- show details of dormer windows including their sides
- show sections through the roof where solar panels are to be fitted

(C) Local Requirements – Other Information Required

Information item	Policy Driver	Type of application	Geographic location	What is required
Air Quality Assessment	National Planning Policy Framework Policies CS2 & CS18 – North Lincolnshire Core Strategy	Major applications	<ul style="list-style-type: none"> • Within or adjacent to Air Quality Area • Result in designation of new Air Quality Area • Development near designated industrial process • Industrial development where emissions could affect surrounding neighborhood. 	Air Quality Report.
Affordable Housing	National Planning Policy Framework Policy CS9 – North Lincolnshire Core Strategy Interim Policy on affordable housing	10 dwellings (or more)	North Lincolnshire Council's administrative area.	All affordable housing contributions to be made through a Section 106.
Biodiversity Assessment	National Planning Policy Framework Natural England Standing advice Policy CS17 of the North Lincolnshire Core Strategy Policies LC1, LC2, LC3, LC4 and LC5 of the North Lincolnshire	Where a proposal is likely to affect geological features or protected or priority habitats or species. Where biodiversity enhancement is required as part of good design.	Affecting a designated site or priority habitat. Affecting habitats or features indicative of protected or priority species as described in Natural England Standing Advice.	Ecological/geological survey and assessment. Proposals for biodiversity enhancement. Potential fo enhancement works to be through S.106 agreements.

Biodiversity and wind turbines	National Planning Policy Framework Policy CS17 of the North Lincolnshire Core Strategy Policies LC1, LC2, LC3, LC4 and LC5 of the North Lincolnshire Local Plan	Wind turbine developments	North Lincolnshire Council's administrative area. Within 1000 metres of a Site of Special Scientific Interest (SSSI) or Special Protection Area (SPA)	Ornithological surveys as detailed in the guidance.
Education / Buildings Contribution	Policy CS27 of the North Lincolnshire Core Strategy Supplementary Planning Guidance 8	25 dwellings – Scunthorpe and Bottesford 15 dwellings elsewhere		Education need to provide details of schools to be contributed towards trigger points and amounts.
Employment and Training Initiatives	National Planning Policy Framework	Significant developments where S106 is required.	North Lincolnshire Council's administrative area.	Employment and Training Initiatives to be adopted for local people
Environmental Statement	EIA Regulations 2017	All Schedule 1 applications and Schedule 2 applications where required.	North Lincolnshire Council's administrative area.	Environmental Impact Statement

Flood risk assessment	National Planning Policy Framework Policy CS19 of the North Lincolnshire Core Strategy Policy DS16 of the North Lincolnshire Local Plan	All new development Sites of 1ha or more in zone 1 and new development in zones 2 & 3	North Lincolnshire Council's administrative area. All areas for sites of more than 1 HA and within flood zones 2 & 3 for other developments	Consideration of flood risk, according to the scale and impact of the development. Flood Risk Assessment and Sequential/Exception tests.
Foul sewerage, drainage & utilities assessment	National Planning Policy Framework Policies CS18 and CS19 of the North Lincolnshire Core Strategy Policy DS14 of the North Lincolnshire Local Plan	All applications	North Lincolnshire Council's administrative area.	<u>All applications</u> How foul water is dealt with, showing details on a plan

<p>Surface Water</p>	<p>National Planning Policy Framework</p> <p>Policies CS18 and CS19 of the North Lincolnshire Core Strategy</p> <p>Policy DS14 of the North Lincolnshire Local Plan</p> <p>North Lincolnshire Council SuDs guidance:</p> <p>http://www.northlincs.gov.uk/planning-and-environment/planning-policy/local-dev-framework/other-adopted-documents/</p>	<p>All applications</p>	<p>North Lincolnshire Council's administrative area.</p>	<p>How surface water is dealt with, showing details on a plan</p> <p>The Government expects sustainable drainage systems (SuDs) to be provided in new developments.</p> <p>All surface water run-off to be controlled as near to its source as possible (preferably on-site) through a sustainable drainage approach to surface water management (SUDS). SUDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible. SUDS involve a range of techniques including soakaways, infiltration trenches, permeable pavements, grassed swales, ponds and wetlands.</p> <p>SUDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge, and improving water quality and amenity.</p> <p>If a SUDS system is not proposed, the drainage assessment will need to demonstrate why this is the case and set out what pollution control measures would be applied. If SuDs provisions are required to be adopted and maintained by Council, S.106 contributions can be requested.</p>
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<p>Heritage statement</p>	<p>National Planning Policy Framework</p> <p>Policies LC14, RD9, HE2, HE3, HE4, HE5, HE6, HE7, HE8 and HE9 of the North Lincolnshire Local Plan</p> <p>Policy CS6 of the North Lincolnshire Core Strategy</p>	<p>Where a proposal is likely to affect any heritage asset including historic buildings, conservation areas, archaeological sites and monuments, and historic landscapes recorded on the North Lincolnshire Historic Environment Record (HER)</p> <p>In addition, for Listed Building applications and development within a Conservation Area.</p>	<p>North Lincolnshire Council's administrative area.</p>	<p>Written statement including plans, proportionate to its importance and sufficient to understand the impact of the proposal on the significance of the heritage asset.</p> <p>Consultation of the Historic Environment Record http://www.northlincs.gov.uk/planning-and-environment/historic-environment-and-conservation/</p> <p>For archaeological sites a desk-based assessment and field evaluation may be required.</p> <p>For listed buildings; existing and proposed plans at 1:20 including sections, manufacturers brochures and specifications showing windows, doors, guttering, architectural & plaster mouldings, shop-fronts, paneling, fireplaces etc</p>
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<p>Land Contamination</p>	<p>Environmental Protection Act 1990 and National Planning Policy Framework</p> <p>Policy DS7 of the North Lincolnshire Local Plan</p>	<p><u>Requirement A</u> Vulnerable end use such as allotments, schools, nurseries, residential other than B.</p> <p><u>Requirement B</u> Single house in garden</p> <p><u>Requirement C</u> Low vulnerability such as offices, shops and industrial</p>	<p>North Lincolnshire Council's administrative area.</p>	<p><u>Requirement A</u> – Phase I Desk Study Report. A Phase II Site Investigation Report and/or a Remediation Statement may also be required.</p> <p><u>Requirement B</u> – Complete review of historical maps and whether you think further investigation is needed. A landfill search may be needed.</p> <p><u>Requirement C</u> – Phase I Desk Study Report.</p>
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Landscaping	National Planning Policy Framework Landscape Assessment and Guidelines Countryside Design Summary Policy LC7 of the North Lincolnshire Local Plan	All applications which require landscaping.	North Lincolnshire Council's administrative area.	Details on layout plan as minimum for all applications. <u>Major applications:</u> Landscaping plan at a scale of 1:200 including: existing planting and all trees/shrubs to be removed size, species, density and position of all shrubs/trees existing and proposed boundary treatments hard standing/parking any levels to be altered.
Lighting Assessment	National Planning Policy Framework Policy DS12 of the North Lincolnshire Local Plan	Where external lighting proposed	Residential area or Conservation Area Where designated sites or protected or priority species of wildlife may be affected. Sensitive landscapes	Lighting scheme including hours of use, assessment of light pollution/trespass, upward light output ratio (ULOR) and overall lighting levels.
Loss of greenspace or protected playing fields.	National Planning Policy Framework	Applications where the result will be a loss of greenspace and for developments affecting playing fields	North Lincolnshire Council's administrative area.	Submission of a justification for the loss of the protected space and for developments affecting playing fields

Noise Assessment	National Planning Policy Framework Policy DS11 of the North Lincolnshire Local Plan	Noise sensitive developments ie residential, hospitals, offices A3, A4, A5, D2 uses & industry generating noise. Developments near wildlife habitats.	Town Centre locations or within or adjacent to noise eg busy roads, airports, industry, railway stations. Close to residential or other noise sensitive uses.	Noise impact assessment including noise attenuation measures.
Open Space Provision / Contribution	Policy H10 of the North Lincolnshire Local Plan and Supplementary Planning Guidance 10 "Provision of Open Space in New Housing Developments"	11 dwellings or more	North Lincolnshire Council's administrative area.	Plans detailing the proposed new open space. If applicant requires maintenance by the Council, contributions will be required through a S.106. 1 – 50 dwellings likely to be off-site S.106 contributions towards existing play area(s).
Planning Obligations				Heads of terms of agreement. Once an application is submitted, S.106 contributions should be detailed to North Lincolnshire Council so that Heads of Terms (HOT) can be agreed. If development costs are deficient a detailed viability assessment should be submitted using HCS model https://www.gov.uk/government/publications/development-appraisal-tool
Planning Statement	All local and national planning policies	Major Applications	North Lincolnshire Council's administrative area.	Planning Statement identifying material planning consideration and justifications

Public Transport Contribution				Level of Public Transport Contribution
Statement of Community Involvement	Adopted SCI National Planning Policy Framework	Major developments & other sensitive schemes	North Lincolnshire Council's administrative area.	Statement of Community Involvement including details of consultations, a summary of responses and how these have been taken into consideration.
Structural Survey	National Planning Policy Framework Policies RD9, HE3 and HE6 of the North Lincolnshire Local Plan	Conversion of existing barn into residential property Demolition of a listed building or a building of merit within a conservation area	North Lincolnshire Council's administrative area.	Structural Survey
Sustainability	National Planning Policy Framework Policy CS18 of the North Lincolnshire Core Strategy	Major Developments	North Lincolnshire Council's administrative area.	Sustainability statement including proposed Code for Sustainable Homes or BREEAM rating.

Renewable Energy	National Planning Policy Framework Policy CS18 of the North Lincolnshire Core Strategy	Industrial and commercial premises greater than 1000 square metres.	North Lincolnshire Council's administrative area.	Proposals to provide 20% of energy demand from on-site renewable energy.
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Tele-communications		Telecommunications applications	North Lincolnshire Council's administrative area.	Supplementary information & signed compliance declaration
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Town Centre's Uses – sequential test	National Planning Policy Framework Policies S7 and S8 of the North Lincolnshire Local Plan Policy TC1 of the HELA DPD	Main town centre uses as defined by the policy – except for extensions to retail or leisure uses where the gross floorspace of the proposed extension is 200sqm or less.	Main town centre uses proposed outside a defined centre and are not in accordance with an up to date development plan.	The statement should address the matters raised in policy.
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<p>Town Centres Uses – Impact Assessment</p>	<p>National Planning Policy Framework</p> <p>Policies S7 and S8 of the North Lincolnshire Local Plan</p>	<p>Retail and leisure developments over 2,500sqm not in a defined centre and not in accordance with an up to date development plan.</p> <p>Retail and leisure developments under 2,500sqm not in a defined centre and not in accordance with an up to date development plan that would be likely to have a significant impact on other centres.</p> <p>Main town centre uses (as defined by the policy) in an existing centre, which are not in accordance with the development plan and would substantially increase the attraction of the centre to an extent that the development could have an impact on other centres.</p>	<p>North Lincolnshire Council's administrative area.</p>	
<p>Transport</p>	<p>National Planning Policy Framework</p>	<p>See Appendix 2 for thresholds. These are guidance only and the level of assessment should be agreed with the highway authority prior to starting work</p>	<p>North Lincolnshire Council's administrative area.</p>	<p>Transport Assessment or Transport Statement Supporting Travel Plan may also be required.</p> <p>The TA/TS may identify the need for off-site highway improvements, which could be delivered through planning conditions, S278 works or securing financial contributions through S106 contributions.</p>

Travel Plans	National Planning Policy Framework	See Appendix 2 for thresholds. These are guidance only and the level of assessment should be agreed with the highway authority prior to starting work	North Lincolnshire Council's administrative area.	Travel Plan setting out hard and soft measures to reduce single car occupancy and promote sustainable travel modes Travel Plan and proposed measures may be secured by planning conditions or a S106 agreement
Trees	National Planning Policy Framework Policy LC12 of the North Lincolnshire Local Plan Policy CS16 of the North Lincolnshire Core Strategy	All with trees (stem over 75mm at 1.5m height) on or near the site	North Lincolnshire Council's administrative area.	How trees will be retained and protected in construction, this may include a full tree survey in accordance with British Standards
Ventilation	National Planning Policy Framework	Use Classes A3 (ie Restaurants and cafes), A4 (ie Drinking establishments), A5 (ie Hot food takeaways) and significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed	North Lincolnshire Council's administrative area.	Position and design of ventilation and extraction equipment, including odor abatement techniques and acoustic noise characteristics

Waste Management Plan	National Planning Policy Framework	New or extended farm buildings that will accommodate livestock and for any installation designed to hold or treat animal wastes	North Lincolnshire Council's administrative area.	Waste Management Plan
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Appendix 1

Design and Access Statements

Design and access statements (incorporating a Heritage Assessment where the development affects a listed building or is within a conservation area) are required for all planning applications except:-

- i. engineering or mining operations
- ii. householder or flat applications except where they are Listed Buildings or within a Conservation Area
- iii. changes of use unless it also involves operational development
- iv. non-domestic applications where the floor-space created is less than 100 square metres and not within a Conservation Area
- v. gates, fences, walls or other means of enclosure, up to 2m high if they are not in a Conservation Area or within the curtilage of a listed building
- vi. erection of a building up to 100 cubic metres and 15m in height and where it is not in a Conservation Area
- vii. the alteration of an existing building which doesn't increase the size and where it is not in a Conservation Area
- viii. plant or machinery where it would not exceed 15 metres and where it is not in a Conservation Area
- ix. Section 73 applications (determination of applications to develop land without conditions previously attached) of the Town and Country Planning Act 1990.

Appendix 2

INDICATIVE THRESHOLDS FOR TRANSPORT ASSESSMENTS

Thresholds based on size or scale of land use

Land Use	Use/description of development	Size	No assessment	TS	TA/TP
A1 - Food retail	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores	GFA	<250 m ²	>250 <800 m ²	>800 m ²
A1 - Non-food retail	Retail sale of non-food goods to the public, but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafes	GFA	<800 m ²	>800 <1500 m ²	>1500 m ²
A2 - Financial & professional services	Financial services – banks, building societies & bureau de change, professional services (other than health or medical services) – estate agents & employment agencies, other services – betting shops, principally where services are provided to visiting members of the public	GFA	<1000m ²	>1000 <2500 m ²	>2500m ²
A3 - Restaurants & cafes	Restaurants & cafes – use for the sale of food for consumption on the premises (excludes internet cafes)	GFA	<300m ²	>300 <2500 m ²	>2500 m ²
A4 - Drinking establishments	Use as a public house, wine-bar or other drinking establishment	GFA	<300m ²	>300 <2500 m ²	>2500 m ²
A5 - Hot food takeaway	Use for the sale of hot food for consumption on or off the premises	GFA	<250 m ²	>250 <500 m ²	>500m ²
B1 - Business	<ul style="list-style-type: none"> a) Offices other than in use within class A2 (financial & professional services) b) Research & development – laboratories, studios c) Light industry 	GFA	<1500 m ²	>1500 <2500 m ²	>2500 m ²
B2 – General industrial	General industry (other than classified as in B1).	GFA	<2500 m ²	>2500 <4000 m ²	>4000 m ²
B8 – Storage or distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories	GFA	<3000 m ²	>3000 <4000 m ³	>4000 m ²

C1 – Hotels	Hotels, boarding houses & guest houses, development falls within this class if ‘no significant element of care is provided’	Bedroom	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
C2 – Residential institutions – hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care	Beds	<30 beds	>30 <50 beds	>50 beds
C2 – Residential institutions – residential education	Boarding schools and training centre	Student	<50 students	>50 < 150 students	>150 students
C2 – Residential institutions – hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation	Resident	<250 residents	>250 <400 residents	>400 residents
C3 – Dwelling houses	Dwellings for individuals, families or not more than 6 people living together as a single household. Not more than 6 people living together includes students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community	Dwelling unit	<50 units	>50 <80 units	>80 units
D1 – Non-residential institutions	Medical and health services – clinics & health centres, creches, day nurseries, day centres & consulting rooms, museums, public libraries, art galleries, exhibition halls, non-residential education & training centres, places of worship, religious instruction and church halls	GFA	<500 m ²	>500 <1000 m ²	>1000 m ²
D2 Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other indoor and outdoor sports and leisure uses (not involving motorised vehicles or firearms)	GFA	<500 m ²	>500 <1500 m ²	>1500 m ²
Other		TBD	Discuss with highway authority	Discuss with highway authority	Discuss with highway authority

Thresholds based on other considerations

Other considerations	TS	TA	TA/TP
Any development that is not in conformity with the adopted development plan			X
Any development generating 30 or more two-way vehicle movements in any hour		X	
Any development generating 100 or more two-way vehicle movements per day		X	
Any development proposing 100 or more parking spaces		X	
Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people			X
Any development generating significant freight or HGV movements per day, or significant abnormal loads per year		X	
Any developments proposed in a location where the local transport infrastructure is inadequate, eg substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions		X	
Any development proposed in a location within or adjacent to an AQMA		X	