



Royal Borough of Windsor and Maidenhead

Planning Service

National and Local Validation Requirements

Adopted 05.02.2026

## Introduction

All planning applications require supporting information so that the decision maker and third parties are clear as to what is proposed.

Whilst there are national mandatory requirements, and certain information is provided within the planning application form, section 62(3) of the 1990 Act enables the Local Planning Authority to require the submission of other information or particulars.

This document known as the National and Local Validation Requirements, identifies the information that we will normally require to be able to register assess and determine a planning application.

It is important to note that the level of information required is dependent on the size and type of application, as well as specific site constraints and nature of development.

## Validation of Applications

Applicants should note that a validated application may still be refused based on inadequate information. This can happen when the documents submitted to comply with the National and Local Validation Requirements are inadequate.

The Council will not validate an application if it is incomplete.

We will use our discretion to ensure a proportionate approach is made. Where an applicant considers that the information is not required, this should be clearly set out in the application submission.

If an application is deemed invalid, the Local Planning Authority will notify the applicant of their reasons in writing. If a response is not received within 21 days from the date of this correspondence, the Local Planning Authority will return the application. Where the application fee has been provided, this will also be returned, minus a 25% administration fee.

## Processing the Application

Article 34 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out the statutory time periods for planning applications in 34, 2 a) and b), as follows:

- (a) *in relation to an application for major development, 13 weeks beginning with the day immediately following that on which the application is received by the local planning authority;*
- (b) *in relation to an application for development which is not major development, 8 weeks beginning with the day immediately following that on which the application is received by the local planning authority.*

For an application for development falling within the Environmental Impact Regulations, the statutory time period is 16 weeks.

**For the avoidance of doubt, the dates referenced above are from the date of validation of the application.**

The Local Planning Authority does not accept changes to an application after it has been validated, unless it is subject to a Planning Performance Agreement.

The applicant does have the opportunity to withdraw the application and submit a new application for a revised scheme before a decision is made.

## General Guidance

Drawings must be to a recognised metric scale and the wording "do not scale" must not be used. A north figure must always be included

When submitting an application electronically, the page size must match the size and scale to which the plan is noted as being drawn to, and all documents and plans must be capable of being accessed by the recipient and legible in all material respects to be used for subsequent reference.

What 'legible in all material respects' means is that the information contained in the notice or document is available to the recipient to no lesser extent than it would be if sent or given by means of a document in printed form.

Where an application is submitted electronically, only one copy of each document or plan is required.

Where an application is submitted in hard copy, one hard copy of the application form, plans and supporting documents will be required.

## Pre-Application Advice and Planning Performance Agreements

Pre-application advice is strongly recommended to assist in identifying any issues early on, given that the Local Planning Authority does not generally accept amendments on a live planning application.

Planning Performance Agreements are strongly recommended on all major applications to ensure that a high-quality service is provided and agreed timescales are met. Furthermore, because of the nature of Planning Performance Agreements, it is possible to amend a major scheme as it progresses through the pre-application and live application stages.

The pre-application advice requirements can be viewed via the following link:

[Planning pre-application advice | Royal Borough of Windsor and Maidenhead](#)

## Format of this Document

This National and Local Validation Lists includes national and local requirements for all types of planning applications (plus other types of applications including certificates of lawfulness, prior approval applications, details to comply with conditions applications, non-material amendments and minor material amendments).

Please read this document carefully before submitting your application. Indicative thresholds and criteria are given to help, but please note that not all the information itemised in the local list will be required for every application.

To assist with the submission of an application, various reference sources for further information and guidance are provided throughout this document. We recommend obtaining advice on precise requirements on a proposal as part of the Council's pre-application advice service.

The Council strongly encourages the submission of online and electronic applications via the Planning Portal.

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## National Validation Requirements

National Validation Requirements are set out in the Development Management Procedure Order 2015 (as amended).

Every planning application submitted to every Local Planning Authority must meet these requirements. Should they not be met then the application will be invalid.

We will advise you if an application is invalid and identify the information and/or fees required.

Item	Driver	When Required	Requirements/Further Advice
<b><u>Application Form (with Ownership Certificate)</u></b>	<a href="#"><u>Development Management Procedure Order (DMPO) 2015, as amended.</u></a>	All applications.	<p>The easiest way to submit an application is online via the <a href="#"><u>Planning Portal</u></a>.</p> <p>The application form can be completed online and supporting documents can be uploaded.</p> <p>If a paper form is required, then it can be downloaded.</p> <p>On the application form:</p> <ul style="list-style-type: none"><li>• All sections and questions must be answered.</li><li>• The declaration must be signed and dated.</li><li>• You must provide full contact details of the applicant and/or agent (where appropriate).</li></ul>

			<ul style="list-style-type: none"> <li>• The relevant ownership certificate A, B, C or D must be completed.</li> </ul>
<u><b>Application Fee</b></u>	<a href="#"><u>The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended).</u></a>	The majority of applications require a fee; however, there are some circumstances where exemptions and concessions apply.	<p>A guide and list of the current fees are provided by the Planning Portal which can be found using the following link:</p> <p><a href="#"><u>Planning Portal application fees</u></a></p> <p>If submitting online via the Planning Portal, payment must be made to them directly.</p> <p>Following receipt of an application submitted to the Royal Borough of Windsor and Maidenhead directly, payment will be requested under separate cover and can be made through the Council's website or by calling the numbers provided at the time of response.</p>
<u><b>Site Location Plan</b></u>	<a href="#"><u>Development Management Procedure Order (DMPO) 2015, as amended.</u></a>	All applications.	<p>Need to comply with the following:</p> <ul style="list-style-type: none"> <li>• Every plan (including all copies) based upon Ordnance Survey maps, must have the appropriate Ordnance Survey copyright licence number and be within the last 12 months.</li> <li>• Scale 1:1250 or 1:2500. Wherever possible, should fit onto A4 or A3 paper.</li> <li>• Direction of north shown.</li> <li>• Show at least two named roads (where possible).</li> <li>• Show all the surrounding buildings, roads and footpaths on land adjoining the site.</li> <li>• A red line shall be drawn around all land required for the development (including</li> </ul>

			<p>access to the public highway, where relevant).</p> <ul style="list-style-type: none"> <li>• A blue line shall be drawn around all other land owned by the application close to or adjoining the site.</li> </ul>
<u><b>Design and Access Statement</b></u>	<a href="#">Section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990.</a>	<p>Only the following:</p> <ul style="list-style-type: none"> <li>• Major development, both full and outline.</li> <li>• Listed Building Consent applications.</li> <li>• Where any part of the development is in a conservation area and the development is for one or more dwellings, or a building(s) with a floorspace of 100sqm or more.</li> </ul>	<p>Needs to be proportionate to the complexity of the application.</p> <p>Guidance can be found using the link below: <a href="#">Design and Access Statements</a></p> <p>As part of the Design and Access Statement/or standalone plans, Computer Generated Images are required for major development proposals.</p>
<u><b>Statement that the application is made in respect of Crown Land</b></u>	-	Applications on Crown Land.	-
<u><b>Flood Risk Assessment (FRA)</b></u>	<a href="#">National Planning Policy Framework (NPPF).</a> <a href="#">Borough Local Plan (BLP)</a> Policy NR1.	<p>Required for:</p> <ul style="list-style-type: none"> <li>• Sites exceeding 1 hectare.</li> <li>• All proposals in Flood Zone 2 or 3, including minor development and change of use (as</li> </ul>	<p>Guidance can be found using the link below: <a href="#">Flood Risk Assessments</a></p> <p>Flood maps can be found using the link below: <a href="#">Environment Agency Flood Maps</a></p>

		<p>defined by the Environment Agency).</p> <ul style="list-style-type: none"> <li>• Sites at medium or high risk from other sources of flooding.</li> </ul>	
<u><a href="#">Flood Risk Sequential Test and Exception Test</a></u>	<u><a href="#">National Planning Policy Framework (NPPF)</a></u>	<p>Required for all development in fluvial Flood Zones 2 and 3, and areas of Surface Water Flooding (moderate and high) in specified circumstances within the Flood risk and Coastal Change Planning Policy Guidance unless:</p> <ul style="list-style-type: none"> <li>• The development is classified as minor development for flood risk by the Environment Agency.</li> <li>• The development involves a change of use (unless the proposed development is a caravan, camping chalet, mobile home or park home site).</li> <li>• A Sequential Test has already been completed as part of the Local Authority's Strategic Flood Risk</li> </ul>	<p>The Sequential Test must demonstrate that there are no alternative sites for the development proposal in locations outside Flood Zones 2 and 3, or at areas of lower risk of Surface Water Flooding.</p> <p>The area of search for assessing the availability of alternative sites should align with guidance which can be found using the link below and should be agreed with the Local Planning Authority prior to submission, as part of a pre application submission:</p> <p><u><a href="#">Flood Risk and Coastal Change</a></u></p> <p>The Exception Test is required for development that is:</p> <ul style="list-style-type: none"> <li>• Highly vulnerable in Flood Zone 2.</li> <li>• Essential infrastructure in Flood Zone 3a or 3b.</li> <li>• More vulnerable development in Flood Zone 3a.</li> </ul> <p>To pass the Exception Test, it must be demonstrated that the development:</p> <ul style="list-style-type: none"> <li>• Provides wider sustainability benefits to the community that outweigh flood risk.</li> </ul>

		Assessment, or Local Plan.	<ul style="list-style-type: none"> <li>• The development will be safe for its lifetime without increasing flood risk elsewhere and, where possible, reduce flood risk overall.</li> </ul>
<u><a href="#">Environmental Impact Assessment (EIA) and Environmental Statement (ES)</a></u>	<u><a href="#">Town and Country Planning (Environmental Impact Assessment Regulations) 2017.</a></u>	Required for development proposals defined as Schedule 1 and Schedule 2 projects under the Environmental Impact Assessment Regulations.	<p>Where an EIA is required, Schedule 4 of the regulations outline the information that should be included in an ES.</p> <p>Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application and/or a 'scoping opinion' to establish the scope and level of detail of information to be provided in the ES.</p> <p>Guidance can be found using the link below: <u><a href="#">EIA</a></u></p>
<u><a href="#">Heritage Statement</a></u>	<u><a href="#">National Planning Policy Framework (NPPF).</a></u>  <u><a href="#">Borough Local Plan (BLP)</a></u> Policy HE1.	Required if the works are within a conservation area or the property is a Listed Building (including curtilage), a Locally Listed Building or affects any heritage asset or their setting (a heritage asset also includes scheduled monuments).	<p>The level of detail should be proportionate to the importance of the heritage asset, scale of development and be sufficient to understand the potential impact of the proposal on the significance of the heritage asset.</p> <p>A Heritage Statement should be prepared by an appropriate expert where necessary, and among other matters should include:</p> <ul style="list-style-type: none"> <li>• A description of the significance of the heritage asset, with reference to the relevant historic record, including any contribution made by their setting.</li> <li>• Explain the impact of the proposed works on the significance of the asset.</li> </ul>

		<ul style="list-style-type: none"> <li>• An explanation of how the proposed development protects/enhances the heritage asset.</li> <li>• Demonstrate how the proposed development responds to the scale, proportions, height, massing, historic building lines, the pattern of historic development, use, design, detailing and materials of the heritage asset.</li> </ul> <p>For works to a listed building, the following are required:</p> <ul style="list-style-type: none"> <li>• A description on how the proposal retains the integrity and significance of the building as a whole.</li> <li>• The location and hierarchy of rooms.</li> <li>• Historic floor levels.</li> <li>• The structure of the building, including foundations.</li> <li>• Fabric as well as features such as original staircases, original roof structures and other features identified as being of significance.</li> </ul> <p>The document should contain an explanation of how the proposal seeks good/exceptional design that integrates with and makes a positive contribution to the heritage asset. Where any harm is caused, full justification should be provided, setting out the degree of harm caused, alternatives which have been considered to avoid harm and any public benefits, including heritage benefits.</p>
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			<p>The Heritage Statement can be included in the Design and Access Statement, where provided.</p> <p>Guidance can be found using the link below:  <a href="#">Heritage Statement</a></p>
<a href="#"><u>Biodiversity Net Gain</u></a>	<p><a href="#"><u>National Planning Policy Framework (NPPF)</u></a></p> <p><a href="#"><u>Borough Local Plan (BLP)</u></a> Policy NR2.</p> <p><a href="#"><u>Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021)</u></a>.</p> <p><a href="#"><u>The Biodiversity Gain Requirements (Exemptions) Regulations 2004</u></a>.</p> <p><a href="#"><u>The Biodiversity Gain (Town and Country Planning)(Modifications and Amendments) (England) Regulations 2024</u></a>.</p> <p><a href="#"><u>The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024</u></a>.</p>	<p>Major developments received from 12<sup>th</sup> February 2024.</p> <p>All changes of use (but see exemptions) received from 12<sup>th</sup> February 2024.</p> <p>Minor developments received from 2<sup>nd</sup> April 2024.</p>	<p>The following must accompany an application:</p> <ul style="list-style-type: none"> <li>• A Biodiversity Statement.</li> <li>• Biodiversity metric spreadsheet.</li> <li>• On-site Biodiversity baseline plan.</li> </ul> <p>All on-site information (pre and post development) habitats is required at application stage.</p>

## Local Validation Requirements

Local Validation Requirements are produced by most Local Planning Authorities.

An adopted list of Local Validation Requirements will have the same weight as the National Validation Requirements.

Should the relevant information not be submitted, in accordance with the Local Validation Requirements, then the application will be made invalid.

We recommend that pre-application advice is sought, because this not only identifies any issues with the proposal but it also provides guidance on what information is required in order to make the application valid.

The adopted Local Validation List is set out below.

### Plans

Item	Driver	When Required	Requirements/Further Advice
<u>Site Plan/Block Plan</u>	<u>Development Management Procedure Order (DMPO) 2015, as amended.</u>	All applications.	<p>Recommended scale at 1:200 or 1:500.</p> <p>The plan should show the proposed development in relation to the site boundaries and other existing buildings on the site.</p> <p>This plan should show direction north.</p> <p>The plan should also include the following, unless they would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"><li>• All buildings, roads and footpaths on land adjoining the site including access</li></ul>

			<p>arrangements (Q8 of application form parking arrangements may be applicable).</p> <ul style="list-style-type: none"> <li>• All public rights of way crossing or adjoining the site.</li> <li>• The position of all trees on the site, and those on adjacent land.</li> <li>• The extent and the type of any hard surfacing (and appropriate drainage details).</li> <li>• The boundary treatment including walls or fencing where this is proposed.</li> <li>• Parking arrangements.</li> </ul>
<u><b>Floor Plans - Existing and Proposed</b></u>	<u><a href="#">Development Management Procedure Order (DMPO) 2015, as amended.</a></u>	<p>All change of use applications.</p> <p>All applications where operational development (building works and engineering operations) is proposed.</p>	<p>Recommended scale at 1:50 or 1:100.</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> <li>• Unique drawing number reference.</li> <li>• Floor plans should be labelled clearly as existing and proposed.</li> <li>• Annotate the use of each room.</li> <li>• Show door and window openings.</li> <li>• Highlight walls to be demolished and distinguish between existing and proposed is showing existing and proposed on the same plan.</li> </ul> <p>Floor area calculations are required for proposals in the Green Belt (either annotated on the plans or in a supporting document) and should detail the original size, and existing and proposed calculations. Volume calculations are also required for minor and major applications in the Green Belt.</p>

<u><a href="#">Elevations - Existing and Proposed</a></u>	<u><a href="#">Development Management Procedure Order (DMPO) 2015, as amended.</a></u>	<p>All applications where operational development (building works and engineering operations) is proposed.</p> <p>If no changes to the external appearance are proposed, then only existing elevations will be required.</p>	<p>Recommended scale at 1:50 or 1:100.</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> <li>• Unique drawing number reference.</li> <li>• Annotate each elevation.</li> <li>• Show door and window openings.</li> </ul>
<u><a href="#">Roof Plans - Existing and Proposed</a></u>	<u><a href="#">Development Management Procedure Order (DMPO) 2015, as amended.</a></u>	<p>All applications where operational development (building works and engineering operations) is proposed.</p> <p>If no changes to the external appearance are proposed, then only existing roof plan will be required.</p>	<p>Recommended scale at 1:50, 1:100 or 1:200.</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> <li>• Unique drawing number reference.</li> <li>• Need to show key features of the roof such as chimney, parapet, railings and rooflights.</li> </ul>
<u><a href="#">Street Scene Elevations - Existing and Proposed</a></u>	<u><a href="#">Development Management Procedure Order (DMPO) 2015, as amended.</a></u>	<p>All major and minor developments where fronting a highway, and other important viewpoints.</p>	<p>Recommended scale at 1:100 or 1:200.</p> <p>These plans should provide an accurate view of the development site showing relative height and land levels of the new development in comparison to neighbouring properties from the highway, including any intervening features.</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> <li>• Unique drawing number reference.</li> <li>• Neighbouring properties and their address annotated.</li> </ul>
<u><a href="#">Site Levels and Finished Floor Levels</a></u>	<u><a href="#">Development Management Procedure</a></u>	<p>All major developments and where operational development is proposed on land which is not</p>	<p>Recommended scale at 1:100 or 1:200.</p> <p>Need to comply with the following:</p>

	<a href="#"><u>Order (DMPO) 2015, as amended.</u></a>	<p>reasonably level and there are changes in gradient.</p> <p>Required if the site is within Flood Zones 2 or 3.</p> <p>Required for swimming pools and basements.</p>	<ul style="list-style-type: none"> <li>• Unique drawing number reference.</li> <li>• Require above Ordnance datum points (AOD).</li> </ul>
<b><u>Cross Sections</u></b>	<a href="#"><u>Development Management Procedure Order (DMPO) 2015, as amended.</u></a>	<p>All major developments and where operational development is proposed which would change land levels.</p> <p>Where engineering works is proposed.</p> <p>All basement proposals.</p>	<p>Recommended scale at 1:20, 1:50 or 1:100.</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> <li>• Unique drawing number reference.</li> <li>• Show window positions and head heights.</li> </ul>
<b><u>Phasing Plan</u></b>	-	<p>Major/strategic sized developments above 50 dwellings.</p> <p>Any self build development of more than one unit.</p>	<p>Need to comply with the following:</p> <ul style="list-style-type: none"> <li>• Unique drawing number reference.</li> </ul>

## Statements/Assessments

Item	Driver	When Required	Requirements/Further Advice
<a href="#"><b>Planning Statement</b></a>	-	<p>All major applications, including full or outline.</p> <p>However, if material circumstances have changed since the grant of outline permission, then an updated assessment may be required.</p> <p>Minor applications for new residential development. Other applications may require a statement where there is a change of use or Green Belt justification.</p>	<p>Proportionate to the nature of the case but should justify scheme in relation to national and local policy. This may be a covering letter or detailed document.</p> <p>It should also include information regarding commercial activities including anticipated staffing levels, site visitors, proposed hours of operation etc.</p> <p>Other statements can be appended to this statement. For example, where applicable and necessary (inter alia):</p> <ul style="list-style-type: none"> <li>• A Needs Assessment (e.g. agricultural).</li> <li>• Crime Prevention Statement.</li> <li>• Economic Statement.</li> <li>• Health Impact Assessment.</li> <li>• Fire Statement (proposals over seven storeys or 18 m in height).</li> <li>• Marketing Exercise.</li> <li>• Inclusive Design Statement.</li> <li>• Basement Impact Assessment.</li> </ul> <p>For Green Belt proposals this should include very special circumstances arguments (where applicable).</p>
<a href="#"><b>Marketing Exercise</b></a>	<a href="#"><u>Borough Local Plan (BLP)</u></a>	Development involving the loss of a protected use, as set out in the relevant BLP policy.	Supporting information will need to include, for examples, evidence of marketing for a period of time (at least 12 months), estate agent and

	Policies ED3, QP5, TR7 and IF6.	-	valuer information. Please see Appendix D of the BLP.
<u><b>Affordable Housing Statement</b></u>	<a href="#"><u>Borough Local Plan (BLP)</u></a> Policy HO3.	<p>Only outline and full applications where there is a net gain of 10 residential units or more than 1,000 sqm of residential floorspace (Note – this also includes private retirement homes, sheltered accommodation and Extra Care Schemes within Use Class C3).</p> <p>If material circumstances have changed since the grant of an outline permission, then an updated AH statement at Reserved Matters stage.</p> <p>Will also be required within designated rural areas as defined in BLP policy HO3 (footnote 14) for development of between five and nine dwellings.</p>	Guidance can be found using the link below: <a href="#"><u>Affordable Housing Supplementary Planning Document</u></a>
<u><b>Financial Viability Assessment</b></u>	<a href="#"><u>National Planning Policy Framework (NPPF)</u></a> . <a href="#"><u>Borough Local Plan (BLP)</u></a> Policy HO3.	<p>Required for all development when the Council's threshold for affordable housing is not being met, as set out in BLP policy HO3.</p> <p>-</p>	<p>Any viability assessment should be supported by appropriate available evidence informed by engagement with developers, landowners, and infrastructure and affordable housing providers.</p> <p>Any viability assessment should follow the government's recommended approach to assessing viability as set out in this National</p>

			<p>Planning Guidance and be proportionate, simple, transparent and publicly available.</p> <p>Guidance can be found using the link below: <a href="#">Viability and decision taking</a></p>
<u>Retail Impact Assessment</u>	<a href="#">National Planning Policy Framework (NPPF)</a> .	Required for all retail and leisure developments over 2,500 sqm gross floor space, and any retail, leisure, office proposal outside of Town Centre	<p>The assessment should include any assessment as required by the Development Plan.</p> <p>It should include the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area.</p> <p>Guidance can be found using the link below: <a href="#">Retail and Town Centres</a></p>
<u>Rural Workers Needs Assessment</u>	<a href="#">National Planning Policy Framework (NPPF)</a> .  <a href="#">Borough Local Plan (BLP)</a> Policy QP5.	Proposals for dwellings or changes of use in the countryside or Green Belt connected to the agricultural use of the land.	<p>Any applicable evidence to demonstrate the need to support the agricultural use.</p> <p>Should be prepared by agricultural experts.</p>
<u>S106 Draft Heads of Terms</u>	-	Typically reserved for major development proposals. sustainability contributions and BNG (if required)	<p>Bespoke and need to be discussed as part of the pre-application process.</p> <p>The draft heads of terms should set out clearly the obligations that the developer/landowner is</p>

		Required on case-by-case basis.	willing to be bound by, in order to meet the needs generated by the development that are not going to be met as part of the development scheme itself.  The draft heads of terms should also include the agreed timing/triggers for satisfying the obligations.
<u><b>Self/Custom Build Statement</b></u>	<a href="#">Borough Local Plan (BLP)</a> HO1 and HO2.  <a href="#">RBWM Self Build Guidance Note.</a>	All applications for or including an element of self and/or custom housing.	Applications should accord with the Council's Self Build Guidance Note which can be found using the link below: <a href="#">Self Build Guidance Note</a>

## Transport

Item	Driver	When Required	Requirements/Further Advice
<u><b>Transport Assessment and Travel Plan</b></u>	<a href="#">National Planning Policy Framework (NPPF).</a>  <a href="#">Borough Local Plan (BLP)</a> Policy IF2.	Where a proposal has a significant transport implication.  All major development proposals.	The coverage and scale of the assessment should reflect the scale of the development and the extent of the transport implications of the proposal.  The Transport Assessment should include a draft travel plan, if required.  Guidance can be found using the link below: <a href="#">Transport Assessments and Travel Plans</a>

<u><a href="#">Construction Environmental Management Plan</a></u>	<u><a href="#">National Planning Policy Framework (NPPF)</a></u>  <u><a href="#">Environmental Protection Act 1990</a></u> .	Major developments for new dwellings and commercial proposals, including changes of use	Should include details on the following: <ul style="list-style-type: none"> <li>Scope of works (including measures for traffic management).</li> <li>Details of access arrangements.</li> <li>Loading and unloading of plant and materials.</li> <li>Storage of plant and materials.</li> <li>Provision of boundary hoarding behind any visibility zones of construction traffic routing.</li> <li>Proposed working hours.</li> <li>Means to prevent deposition of mud on the highway.</li> <li>Work programme.</li> <li>Where appropriate, details on how to protect biodiversity designations</li> </ul>
<u><a href="#">Parking Management Plan</a></u>	<u><a href="#">Borough Local Plan (BLP)</a></u> Policy IF2.	Required for majors.  May be required for change of use/minor applications (e.g. for flatted developments with communal parking or mixed-use sites).	Need to comply with the following: <ul style="list-style-type: none"> <li>Unique drawing number reference.</li> <li>Existing and proposed vehicle parking including provision for accessible parking, and visitor parking, if provided.</li> </ul>
<u><a href="#">Delivery and Servicing Management Plan</a></u>	<u><a href="#">Borough Local Plan (BLP)</a></u> Policy IF2.	Major developments for new dwellings and commercial proposals in town centres.	As a minimum the plan should include: <ul style="list-style-type: none"> <li>The location of loading and unloading.</li> <li>The hours of loading and unloading.</li> <li>The frequency and size of vehicles.</li> <li>Swept paths.</li> <li>Details to mitigate noise and light pollution.</li> <li>Location of storage areas for bins, compactors (see also Waste Management Strategy).</li> </ul>

<u><b>Demolition Method Statement</b></u>	<u><a href="#">Borough Local Plan (BLP)</a></u> Policy IF2.	Prior approvals for demolition, and any major or minor development proposal whereby demolition is proposed close to the highway or residential properties.	Document should describe in full the following: <ul style="list-style-type: none"> <li>• Reasons for demolition.</li> <li>• Scope of works.</li> <li>• Method and sequence of demolition.</li> <li>• Details of access arrangements.</li> <li>• Proposed working hours.</li> <li>• Any identified hazards.</li> <li>• Any Personal Protective Equipment (PPE) required.</li> <li>• Work programme.</li> <li>• Where relevant, surveys and mitigation measures to safeguard trees/protected species and habitats affected by the demolition</li> </ul>
<u><b>Waste Management, Storage and Collection Strategy</b></u>	<u><a href="#">Borough Local Plan (BLP)</a></u> Policy QP3 and IF2.	All new residential developments, excluding replacement dwelling, and commercial developments, including changes of use.	<p>There is a requirement to make appropriate arrangements and/or space for the storage and collection of recycling and refuse on site.</p> <p>These details will need to be included on the plans with a collection and management strategy.</p>

## Trees, Landscape and Ecology

<b>Item</b>	<b>Driver</b>	<b>When Required</b>	<b>Requirements/Further Advice</b>
<u><a href="#">Tree Survey, Arboricultural Impact Assessment, Arboricultural Method</a></u>	<u><a href="#">Borough Local Plan (BLP)</a></u> Policy NR3.	Any application where there are trees within the site or on the edge of the site likely to be affected by the development.	<p>Required if you have ticked yes on the application form.</p> <p>Failure to provide a tree survey, or to incorrectly complete the application form, can often delay</p>

<u><b>Statement, Tree Protection Plan</b></u>		<p>This will include householder applications, minors and majors.</p> <p>the determination of an application or result in refusal of an application if required so please check carefully.</p> <p>Any trees on or immediately adjacent a proposed development, either within the application site or on the edge of the application site, should be accurately shown on a scaled site/block plan.</p> <p>The species, position of trees and canopy spread should be accurately shown. Existing trees should be retained wherever practicable and protected during the construction of development.</p> <p>For trees with a diameter greater than 75 mm within influencing distance of the proposed development a Tree Survey/Report will be required. This report must be compliant with BS5837: 2012 – ‘Trees in relation to design, demolition and construction – Recommendations,’ and must include an Arboricultural Impact Assessment, Arboricultural Method Statement and Tree Protection Plan. This information should be prepared by a qualified Arboriculturist possessing Professional Indemnity insurance.</p>
<u><b>Habitats Survey/Ecology Report</b></u>	<u><a href="#">National Planning Policy Framework (NPPF)</a></u>	<p>All applications, including householder, on sites that are likely to affect protected species, and/or, likely to affect/is located within or abuts a local,</p> <p>Phase I Habitat Survey (&amp; an Extended Phase I and a Phase II in certain circumstances) will be required.</p> <p>Guidance can be found using the link below:</p>

	<a href="#"><u>Borough Local Plan (BLP)</u></a> Policy NR2.	county, national or internationally designated site of nature conservation.	<a href="#"><u>Protected species and development</u></a>
<a href="#"><u>Landscape and Visual Impact Assessment</u></a>	<a href="#"><u>National Planning Policy Framework (NPPF)</u></a>	<p>Major development proposals above 50+ dwellings and non-residential development schemes in the Green Belt or open countryside when the landscape is significantly affected.</p> <p>Any tall building i.e. any building or structure which is significantly higher than its neighbours and/or recognisably changes the skyline (CABE/English Heritage 2007 definition).</p>	Guidance can be found using the link below: <a href="#"><u>Landscape Institute</u></a>
<a href="#"><u>Landscaping Scheme</u></a>	<a href="#"><u>National Planning Policy Framework (NPPF)</u></a>  <a href="#"><u>Borough Local Plan (BLP)</u></a> Policy NR3.	Major and minor development proposals, excluding change of use.	<p>You must provide details of the planting of trees and shrubs, surface materials, boundary screen walls and fences.</p> <p>The scheme should describe the following:</p> <ul style="list-style-type: none"> <li>• Materials.</li> <li>• Species.</li> <li>• Tree and plant sizes, numbers and planting densities.</li> <li>• Levels, gradients and any earthworks required.</li> <li>• Timing of the implementation of the scheme.</li> </ul>

			<ul style="list-style-type: none"> <li>Proposals for long-term maintenance and landscape management.</li> <li>Where applicable, this should cross-reference with SuDS Strategy and the Biodiversity Net Gain assessment.</li> </ul> <p>Landscaping schemes should be integral to good design and considered at the earliest stage of the design process.</p> <p>The retention of trees and high-quality landscaping schemes should be a positive part of the design process.</p>
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## Environmental Protection

Item	Driver	When Required	Requirements/Further Advice
<a href="#"><u>Air Quality Assessment</u></a>	<a href="#"><u>National Planning Policy Framework (NPPF).</u></a>  <a href="#"><u>Borough Local Plan (BLP)</u></a> Policy EP2.	<p>Major applications.</p> <p>Excluded are reserved matters applications where an assessment has been submitted and considered at outline stage. However, if material circumstances have changed since the grant of outline permission, then an updated assessment would be required.</p>	<p>Will be required where:</p> <ul style="list-style-type: none"> <li>The development could itself introduce new point sources of air pollution.</li> <li>Existing air quality may have a material effect on the proposed development (for example, a development adjacent to a motorway).</li> <li>The development could significantly affect traffic in the immediate vicinity of the proposed development site or further afield.</li> <li>The proposed construction or development could have a material effect on a neighbouring site sensitive to air quality.</li> </ul>

			<ul style="list-style-type: none"> <li>Where biodiversity is affected particularly where there is impact upon international obligations under the Habitats Directive. Assessments should be proportionate to the nature and scale of development proposed and the level of concern about air quality, and because of this are likely to specific to the location.</li> </ul> <p>Any assessment should be carried out by a suitably qualified environmental scientist.</p> <p>An Emissions Mitigation Assessment (EMA) ought to be included detailing the appropriate avoidance and mitigation measures that will be implemented.</p> <p>Guidance can be found using the link below: <a href="#">Government Guidance - Air Quality</a></p>
<u>Contaminated Land Assessment</u>	<a href="#">Part 2A, Environmental Protection Act 1990.</a>	Required where contaminated land is suspected.	<p>A report should determine the existence or otherwise of contamination, its nature and the risks it poses, and whether these can be satisfactorily reduced to an acceptable level and by what means.</p> <p>The report must be prepared by a competent professional.</p> <p>Guidance can be found using the link below: <a href="#">Land Contamination</a></p>
<u>Noise Assessment</u>	<a href="#">National Planning Policy Framework (NPPF).</a>	All applications proposing residential development or a sensitive use adjacent to noise generating use such as industrial estates, major	Assessment should be carried out by a suitably qualified person.

	<p><a href="#"><u>Borough Local Plan (BLP)</u></a> Policies EP4 and QP3.</p>	highways or rail lines; or an application proposing potential noise generation (e.g. plant or machinery) that could affect its environs.	
<u>Pollution Assessment</u>	<p><a href="#"><u>National Planning Policy Framework (NPPF)</u></a>  <a href="#"><u>Environment Protection Act 1990</u></a>.</p>	All applications proposed on or near a site that may be impacted or give rise to pollution.	Assessment should be carried out by a suitably qualified person.
<u>Ventilation/Extraction Details</u>	<p><a href="#"><u>National Planning Policy Framework (NPPF)</u></a>  <a href="#"><u>Borough Local Plan (BLP)</u></a> Policies EP1, EP4 and QP3.</p>	<p>Any proposal for restaurant/public house/takeaway uses.</p> <p>Any proposal for plant and machinery and air conditioning units and air source heat pumps.</p>	Proportionate to the size of the proposal but should typically include design and position of equipment, information on odour abatement techniques and acoustic noise characteristics, and any manufacturers specifications.

## Other Documents

Item	Driver	When Required	Requirements/Further Advice
<a href="#"><u>CIL Form (Additional Information Requirement Form)</u></a>	<a href="#"><u>The Community Infrastructure Levy Regulations 2010.</u></a>	Always.	<p>This is a local requirement.</p> <p>A completed form will be required for all applications, prior to determination.</p>
<a href="#"><u>Crime Prevention Statement</u></a>	<a href="#"><u>National Planning Policy Framework (NPPF).</u></a>	Required for major developments.	<p>Guidance can be found using the link below:</p> <p><a href="#"><u>Safer Places</u></a></p>
<a href="#"><u>Drainage Assessment/Sustainable Drainage Systems (SuDS) Strategy</u></a>	<a href="#"><u>The Floods &amp; Water Management Act.</u></a> <a href="#"><u>Borough Local Plan (BLP)</u></a> Policy NR2.	All new/replacement dwellings. All major applications for non-residential development.	<p>Guidance can be found using the link below:</p> <p><a href="#"><u>SuDS</u></a></p>
<a href="#"><u>Sustainability/Energy Statement</u></a>	<a href="#"><u>Sustainability SPD.</u></a> <a href="#"><u>Borough Local Plan (BLP)</u></a> Policies EP1 and SP2.	All new dwellings, including conversions and replacements, all commercial development over 100sqm and all development set out in the Sustainability SPD Frequently Asked Questions document.	<p>Guidance can be found using the link below:</p> <p><a href="#"><u>Sustainability SPD and Frequently Asked Questions</u></a></p>
<a href="#"><u>Archaeological Desk Based Assessment</u></a>	<a href="#"><u>National Planning Policy Framework (NPPF).</u></a>	Required for sites within an Area of High Archaeological Potential or sites in excess of 0.4 hectares.	<p>Guidance can be found using the link below:</p> <p><a href="#"><u>Historic Environment</u></a></p>

	<a href="#"><u>Borough Local Plan (BLP)</u></a> Policy HE1.		
<u>Health Impact Assessment</u>	<a href="#"><u>National Planning Policy Framework (NPPF)</u></a>	Required for major developments.	<p>This can be included as part of the Planning Statement. The scope will vary depending on the size of the development and its location.</p> <p>Guidance can be found using the link below:</p> <p><a href="#"><u>Health Impact Assessment in Spatial Planning</u></a></p>
<u>Lighting Assessment</u>	<a href="#"><u>National Planning Policy Framework (NPPF)</u></a> <a href="#"><u>Borough Local Plan (BLP)</u></a> Policy EP3.	If the application involves new or replacement external lighting, excluding advertisement consent applications.	<p>The assessment should provide details of the external lighting or floodlighting, including:</p> <ul style="list-style-type: none"> <li>• A description of the significance of the heritage asset with reference to the relevant historic record.</li> <li>• Hours of operation.</li> <li>• Light spillage (Isolux) diagrams.</li> <li>• Light levels.</li> <li>• Column heights.</li> <li>• Layout plan with beam orientation and light maps.</li> <li>• Equipment design.</li> <li>• Impact on nearby dwellings, wildlife, habitat or roads and use of planting to mitigate effect(s)</li> </ul>
<u>Structural Survey</u>	-	If a proposal involves substantial demolition and change of use or where there are significant alterations or works to the historic fabric of a listed building.	Survey should be carried out by a suitably qualified person.

		Required for prior approval to residential.	
<u>Telecommunications Report</u>	<a href="#">National Planning Policy Framework (NPPF)</a>  <a href="#">Borough Local Plan (BLP)</a> Policy IF7.	Only for telecommunications applications.	<p>The telecommunications report should provide the following:</p> <ul style="list-style-type: none"> <li>• Outcome of any consultation with the local community, including nearby schools and colleges.</li> <li>• Area of any search and sequential test.</li> <li>• Details of the proposed structure.</li> <li>• Technical justification and information about the proposed development.</li> <li>• For an addition to an existing mast or base station, a statement that self-certifies that the cumulative exposure, when operational, will not exceed ICNIRP guidelines.</li> </ul> <p>For a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, ICNIRP guidelines will be met.</p>
<u>Accessible and Adaptable Dwellings (M4(2)) and Wheelchair Accessible (M4(3)) Details</u>	<a href="#">Borough Local Plan (BLP)</a> Policy HO2.	All applications for 20 or more dwellings	Appropriate Information/Section in Design & Access Statement to demonstrate compliance with Policy HO2 M3(2) and M3(3) homes.
<u>Site Connectivity Plan - Communications</u>	Local requirement.	Typically reserved for major development proposals.	The Statement of Community Engagement will need to demonstrate how the applicant has complied with RBWM's Statement of

	<a href="#"><u>National Planning Policy Framework (NPPF).</u></a>		Community Involvement and show how the views of the local community have been sought and taken into account in the development proposals.
<u>Utilities Assessment</u>	<a href="#"><u>National Planning Policy Framework (NPPF).</u></a>	Proposals requiring a foul sewage assessment & for all major developments.	Demonstrate consultation and agreement with service provider; show on plans how the proposal incorporates service routes; substations etc.; ensure that proposal does not adversely affect trees, archaeology etc.

## The Householder Planning Application Guide and Quick Summary Guide

The Householder Planning Application Guide and Quick Summary Guide contained within this section indicates the typical likelihood of a list item being required. Please note that these checklists are here for guidance purposes only and cannot account for every scenario, and cross-reference should always be made to the full list of requirements above.

The following Guide is only applicable to planning applications involving alterations/extensions to an existing single dwellinghouse (excluding flats) and “Works within/along the boundary of an existing dwellinghouse (excluding flats)”

For other householder submissions (including certificates of lawfulness, prior approvals, and non-material and minor material amendment applications) please see Section on Validation Requirements for Other Types of Applications

All plans must be at a recognisable metric scale and include a linear scale bar. A scale bar is required for digital measuring purposes as the Council does not print off paper copies.

Item	Driver	When required	Requirements/Further Advice
<b>Application Form (with Ownership Certificate)</b>	<a href="#"><u>DMPO 2015, as amended.</u></a>	Always.	<p>This is a national requirement.</p> <p>The easiest way to submit an application is online via the Planning Portal. Your application form can be completed online</p>

			<p>and supporting documents can be uploaded. If you need a paper form you can download as required.</p> <p>The Planning Portal has a step-by-step guide to help you pick the right form.</p> <p>All sections and questions must be answered.</p> <p>The declaration must be signed and dated. You must provide full contact details of the applicant and/or agent (where appropriate)</p> <p>The relevant ownership certificate A, B, C or D must be completed.</p> <p>Guidance can be found using the link below: <a href="#"><u>Making an application</u></a></p>
<b>Fee</b>	<a href="#"><u>The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended).</u></a>	<p>The majority of applications require a fee; however, there are some circumstances where exemptions and concessions apply.</p>	<p>This is a national requirement.</p> <p>A guide and list of the current fees are provided by the Planning Portal which can be found using the following link: <a href="#"><u>Planning Portal application fees</u></a></p> <p>If submitting online via the Planning Portal, payment must be made to them directly.</p> <p>Following receipt of an application submitted to the Royal Borough of Windsor and Maidenhead directly, payment will be requested under separate cover and can be made through the Council's website or by calling the numbers provided at the time of response.</p>

<b>CIL Form (Additional Information Requirement Form)</b>	<a href="#">The Community Infrastructure Levy Regulations 2010.</a>	Always.	<p>This is a local requirement.</p> <p>A completed form will be required for all applications, prior to determination.</p>
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## Plans

<b>Item</b>	<b>Driver</b>	<b>When required</b>	<b>Requirements/Further Advice</b>
<b>Site Location Plan</b>	<a href="#">DMPO 2015, as amended.</a>	Always.	<p>This is a national requirement.</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> <li>• Scale 1:1250 or 1:2500. Wherever possible, should fit onto A4 or A3 paper;</li> <li>• Direction of north shown.</li> <li>• Show at least two named roads (where possible).</li> <li>• Show all the surrounding buildings, roads and footpaths on land adjoining the site.</li> <li>• A red line shall be drawn around all land required for the development (including access to the public highway, where relevant).</li> <li>• A blue line shall be drawn around all other land owned by the application close to or adjoining the site.</li> </ul>
<b>Site Plan/Block Plan</b>	-	Always.	<p>This is a local requirement.</p> <p>Recommended scale at 1:200 or 1:500.</p> <p>The plan should show the proposed development in relation to the site boundaries and other existing buildings on the site. This plan should show direction north.</p>

			<p>The plan should also include the following, unless they would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements (Q8 of application form parking arrangements may be applicable).</li> <li>• All public rights of way crossing or adjoining the site.</li> <li>• The position of all trees on the site, and those on adjacent land.</li> <li>• The extent and the type of any hard surfacing (and appropriate drainage details).</li> <li>• The boundary treatment including walls or fencing where this is proposed.</li> </ul>
<b>Existing and Proposed Floor Plans</b>	-	Always.	<p>This is a local requirement.</p> <p>Recommended scale at 1:50 or 1:100.</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> <li>• Unique drawing number reference.</li> <li>• Floor plans should be labelled clearly as existing and proposed.</li> <li>• Annotate the use of each room.</li> <li>• Show door and window openings.</li> </ul> <p>Highlight walls to be demolished and distinguish between existing and proposed if showing existing and proposed on the same plan.</p> <p>Floor area calculations are required for proposals in the Green Belt (either annotated on the plans or in a supporting document)</p>

			and should detail the original size, and existing and proposed calculations.
<b>Existing and Proposed Elevations</b>	-	Always.	<p>This is a local requirement.</p> <p>Recommended scale at 1:50 or 1:100.</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> <li>• Unique drawing number reference.</li> <li>• Annotate each elevation.</li> <li>• Show door and window openings.</li> </ul>
<b>Existing and Proposed Roof Plans</b>	-	Always.	<p>This is a local requirement.</p> <p>Recommended scale at 1:50, 1:100 or 1:200.</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> <li>• Unique drawing number reference.</li> <li>• Show key features on the roof such as chimney, parapet, railings and rooflights.</li> </ul>
<b>Cross Sections</b>	-	Sometimes.	<p>This is a local requirement.</p> <p>Recommended scale at 1:20, 1:50 or 1:100.</p> <p>These may be required when you are proposing a loft extension or when your proposal involves land level changes.</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> <li>• Unique drawing number reference.</li> <li>• Show window positions and head heights.</li> </ul>

			<p>These plans aid with fully assessing the impact upon neighbouring residential amenities and to aid floor area calculations when a property is located in the Green Belt.</p>
<b>Site Levels and Finished Floor Levels</b>	-	Sometimes.	<p>This is a local requirement.</p> <p>Recommended scale at 1:100 or 1:200.</p> <p>Will be required if the site is within Flood Zones 2 or 3 (see Flood Risk Assessment below), where operational development is proposed which would change land levels, and for all basement and swimming pool proposals.</p> <p>Need to comply with the following:</p> <ul style="list-style-type: none"> <li>• Unique drawing reference number.</li> <li>• Above Ordnance datum points (AOD).</li> </ul>

## Supporting Documents

Item	Driver	When required	Requirements/Further Advice
<b>Flood Risk Assessment</b>	<a href="#">National Planning Policy Framework (NPPF)</a> .  <a href="#">Borough Local Plan (BLP)</a> Policy NR1.	Often.	<p>This is a national requirement.</p> <p>If your property lies within Flood Zone 2 (medium risk) or 3 (high risk) then a Flood Risk Assessment will be required. You will need to follow the Environment Agency's up-to-date Standing Advice for Minor Extensions.</p> <p>Guidance can be found using the link below:</p> <p><a href="#">Environment Agency Standing Advice</a></p>
<b>Heritage Statement and Design &amp; Access Statement</b>	<a href="#">National Planning Policy Framework (NPPF)</a> .	Sometimes.	<p>This is a national requirement.</p>

	<a href="#"><u>Borough Local Plan (BLP)</u></a> Policy HE1.		<p>A Heritage Statement will only be required if your property is a statutory or locally listed building or within a conservation area or affects any heritage asset and their setting.</p> <p>A Design and Access Statement will only be required within a conservation area if the floor area of the proposal (s) exceeds 100 sqm            (NB. Applications for Listed Building Consent also require a Design and Access Statement).</p>
<b>Tree Survey, Arboricultural Impact Assessment, Arboricultural Method Statement, Tree Protection Plan</b>	<a href="#"><u>Borough Local Plan (BLP)</u></a> Policy NR3.	Often.	<p>This is a local requirement.</p> <p>Required if you have ticked yes on the application form.</p> <p>Failure to provide a tree survey, or to incorrectly complete the application form, can often delay the determination of an application or result in refusal of an application if required so please check carefully.</p> <p>Any trees on or immediately adjacent a proposed development, either within the application site or on the edge of the application site, should be accurately shown on a scaled site/block plan.</p> <p>The species, position of trees and canopy spread should be accurately shown. Existing trees should be retained wherever practicable and protected during the construction of development.</p> <p>For trees with a diameter greater than 75 mm within influencing distance of the proposed development, a Tree Survey/Report will be required. This report must be compliant with BS5837: 2012 – ‘Trees in relation to design, demolition and construction – Recommendations,’ and must include an Arboricultural Impact Assessment, Arboricultural Method Statement and Tree</p>

			Protection Plan. This information should be prepared by a qualified Arboriculturist possessing Professional Indemnity insurance.
<b>Habitats Survey/Ecology Report</b>	<a href="#"><u>National Planning Policy Framework (NPPF).</u></a>  <a href="#"><u>Borough Local Plan (BLP)</u></a> Policy NR2.	All applications, including householder, on sites that are likely to affect protected species, and/or, likely to affect/is located within or abuts a local, county, national or internationally designated site of nature conservation.	Phase I Habitat Survey (& an Extended Phase I and a Phase II in certain circumstances) will be required. Guidance can be found using the link below: <a href="#"><u>Protected species and development</u></a>
<b>Planning Statement or Supporting Letter</b>	-	Sometimes.	This is a local requirement.  Rarely required, but this may be requested for example, to justify the use of proposed rooms or to explain very special circumstances for otherwise inappropriate development in the Green Belt.  This would not need to be a long statement, but an explanation proportionate to the nature of the case.

## Local Validation Requirements for Other Types of Applications

Application Type	Requirements/Further Guidance
<b>Non-Material Amendment</b>	<ul style="list-style-type: none"> <li>• Standard Application Form.</li> <li>• Fee.</li> <li>• As approved and proposed comparison plans to a recognised scale.</li> <li>• Supporting Statement to explain the changes.</li> </ul> <p>Guidance can be found using the link below:  <a href="#">Amend an Approved Planning Permission</a></p>
<b>Approval of Details Reserved by Condition(s)</b>	<ul style="list-style-type: none"> <li>• Fee.</li> <li>• Information, as required by the condition.</li> </ul>
<b>Part 2, Class A of GPDO: Prior Approval for Larger Home Extensions</b>	<p>- Fee.</p> <p>The application must be accompanied by:</p> <ul style="list-style-type: none"> <li>a) a written description of the proposed development including: <ul style="list-style-type: none"> <li>i. how far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse;</li> <li>ii. the maximum height of the enlarged part of the dwellinghouse; and</li> <li>iii. where the enlarged part will be joined to an existing enlargement of the dwellinghouse, the information in sub-paragraphs (i) to (iii) must be provided in respect of the total enlargement (being the enlarged part together with the existing enlargement to which it will be joined)</li> </ul> </li> <li>b) a plan indicating the site and showing the proposed development (and any existing enlargement of the original dwellinghouse to which the enlarged part will be joined);</li> <li>c) the addresses of any adjoining premises;</li> <li>d) the developer's contact address; and</li> <li>e) the developer's email address if the developer is content to receive communications electronically.</li> </ul>

<b>Part 2, Class AA of GPDO: Prior Approval for Enlargement of a Dwellinghouse by Construction of Additional Storeys</b>	<p>Fee.</p> <ul style="list-style-type: none"> <li>• The application must be accompanied by:           <ol style="list-style-type: none"> <li>a written description of the proposed development, including details of any works proposed;</li> <li>a plan which is drawn to an identified scale and shows the direction of north, indicating the site and showing the proposed development; and</li> <li>a plan which is drawn to an identified scale and shows:               <ol style="list-style-type: none"> <li>the existing and proposed elevations of the dwellinghouse, and</li> <li>the position and dimensions of the proposed windows.</li> </ol> </li> </ol> </li> </ul>
<b>Part 3, Classes A -V of GPDO: Prior Approval for Changes of Use (includes changes of use to dwellinghouses)</b>	<ul style="list-style-type: none"> <li>• Fee.</li> <li>• See the Conditions and Procedures for Applications paragraphs within the relevant class of the legislation for current requirements.</li> <li>• Require the necessary plans and documentation to support the submission, as relevant. The list includes, amongst other things, Flood Risk Assessment, Transport Assessment, Noise Assessment, Land Contamination Assessment.</li> </ul>
<b>Part 4, Classes A-E of GPDO: Prior Approval for Temporary Uses</b>	<ul style="list-style-type: none"> <li>• Fee.</li> <li>• See the Conditions and Procedures for Applications paragraphs within the relevant class of the legislation for current requirements.</li> </ul>
<b>Part 6, Classes A – E of GPDO: Agricultural and Forestry</b>	<ul style="list-style-type: none"> <li>• Fee.</li> <li>• Must include a written description of the development, the materials to be used and a plan indicating the site.</li> </ul>
<b>Part 11, Classes A &amp; B of GPDO: Heritage and Demolition</b>	<ul style="list-style-type: none"> <li>• Fee</li> <li>• Where demolition is urgently necessary in the interests of safety or health and the measures immediately necessary in such interests are the demolition of the building the developer must, as soon as reasonably practicable, give the local planning authority a written justification of the demolition.</li> <li>• In all other cases, the method of demolition and any proposed restoration of the site.</li> <li>• See the Conditions in the legislation for current and full requirements.</li> </ul>
<b>Part 16 of GPDO: Communications</b>	<ul style="list-style-type: none"> <li>• Fee.</li> <li>• See the Conditions and Procedures for Applications paragraphs within the relevant class of the legislation for current requirements.</li> </ul>

<b>Part 20, Classes ZA – AD: Construction of New Dwellinghouses</b>	<ul style="list-style-type: none"> <li>Fee.</li> <li>See the Conditions and Procedures for Applications paragraphs within the relevant class of the legislation for current requirements.</li> </ul>
<b>Tree Works Application (Protected Trees)</b>	<ul style="list-style-type: none"> <li>Standard application form.</li> <li>A sketch map of the tree(s) location in relation to a fixed structure such as a house or outbuilding (where applicable) it is helpful to include boundaries, other properties and relevant features to aid identification. Adjoining properties and roads should be included.</li> <li>The tree type and its condition.</li> <li>Description of the intended works and reasons for them (Greater detail might be required where trees are proposed to be felled.)</li> <li>The pruning specification for each tree should be accurate and clear to avoid ambiguity (Nb. reductions stated in percentage are ambiguous and will not be accepted). The current dimensions should be stated in both height and spread and also state the dimensions which are to remain, post pruning (in metres), or the average equivalent in branch length (in metres).</li> <li>The specification must be detailed enough for the local authority to understand the proposals.</li> </ul> <p>Guidance can be found using the link below:  <a href="#">Tree Works Application</a></p>
<b>Modification or Discharge of a S106 Legal Agreement</b>	<p>The following will be required:</p> <ul style="list-style-type: none"> <li>Fee</li> <li>The name and address of the applicant.</li> <li>The address or location of the land to which the application relates and the nature of the applicant's interest in that land.</li> <li>Sufficient information to enable the authority to identify the planning obligation which the applicant wishes to have modified or discharged.</li> <li>The applicant's reasons for applying for the modification or discharge of that obligation.</li> <li>Such other information as the authority considers necessary to enable them to determine the application.</li> <li>A map identifying the land to which the obligation relates.</li> <li>Any other information considered relevant to the determination of the application.</li> </ul>

## Local Validation Requirements Quick Check List – Summary Of What Documents To Submit By Application Type

The following Guide is a rapid checklist of requirements for the most common types of planning applications (plus certificates of lawfulness). It does not include a checklist for minor material and non-material amendment applications or prior approval submissions.

Further details, including guidance and quick links, are provided in the main National and Local Validation Requirements above.

Green = Always Required, Amber = Sometimes Required, Red = Not Required

ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building works	CA>Listed Building Demolition	Certificate of Lawfulness
<a href="#"><u>Application Form</u></a>								
<a href="#"><u>Fee</u></a>								
<a href="#"><u>CIL Form 1</u></a>								
<a href="#"><u>Site Location Plan</u></a>								
<a href="#"><u>Site Plan/Block Plan</u></a>								
<a href="#"><u>Floor Plans Existing and Proposed</u></a>								

ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building works	CA>Listed Building Demolition	Certificate of Lawfulness
<u>Elevations Existing and Proposed</u>								
<u>Roof Plans Existing and Proposed</u>								
<u>Street Scene Elevations</u>								
<u>Site levels and finished floor levels</u>								
<u>Cross Sections</u>								
<u>Phasing Plan</u>								
<u>Parking Management Plan</u>								
<u>Tree Survey, AIA and AMS</u>								

ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building works	CA>Listed Building Demolition	Certificate of Lawfulness
<u>Design and Access Statement</u>	Red	Green	Red	Red	Red	Green	Green	Red
<u>Statement that the application is made in respect of Crown Land</u>	Yellow	Yellow	Yellow	Yellow	Red	Red	Red	Red
<u>Planning Statement</u>	Yellow	Green	Yellow	Yellow	Red	Red	Red	Red
<u>Marketing Exercise</u>	Red	Yellow	Yellow	Yellow	Red	Red	Red	Red
<u>Flood Risk Assessment</u>	Yellow	Yellow	Yellow	Yellow	Red	Red	Red	Red
<u>Flood Risk Sequential Test and Exception Test</u>	Red	Yellow	Yellow	Yellow	Red	Red	Red	Red
<u>Environmental Impact Assessment (EIA) and Environmental Statement (ES)</u>	Red	Yellow	Red	Red	Red	Red	Red	Red

ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building works	CA>Listed Building Demolition	Certificate of Lawfulness
<a href="#"><u>Habitats Survey/Ecology report</u></a>								
<a href="#"><u>Affordable Housing Statement</u></a>								
<a href="#"><u>Air Quality Assessment</u></a>								
<a href="#"><u>Archaeology Desk Based Assessment</u></a>								
<a href="#"><u>Biodiversity Net Gain Information</u></a>								
<a href="#"><u>Contaminated Land Assessment</u></a>								
<a href="#"><u>Construction Environmental Management Plan (CEMP)</u></a>								
<a href="#"><u>Crime Prevention Statement</u></a>								

ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building works	CA>Listed Building Demolition	Certificate of Lawfulness
<u>Delivery &amp; Servicing Management Plan</u>								
<u>Demolition Method Statement</u>								
<u>Drainage Assessment (SuDS)</u>								
<u>Sustainability Statement</u>								
<u>Financial Viability Assessment</u>								
<u>Health Impact Assessment</u>								
<u>Lighting Assessment</u>								
<u>Heritage Statement</u>								

ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building works	CA>Listed Building Demolition	Certificate of Lawfulness
<u>Landscape &amp; Visual Impact Assessment</u>								
<u>Landscaping Scheme</u>								
<u>Noise Assessment</u>								
<u>Pollution Assessment</u>								
<u>Retail Impact Assessment</u>								
<u>Rural Workers Needs Assessment</u>								
<u>Site Connectivity Plan - Communications</u>								

ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building works	CA>Listed Building Demolition	Certificate of Lawfulness
<u>Utilities Assessment</u>								
<u>S106 Draft Heads of Terms</u>								
<u>Structural Survey</u>								
<u>Telecoms Report</u>								
<u>Accessible and Adaptable Dwellings (M4(2)) and Wheelchair Accessible (M4(3))</u>								
<u>Self/Custom Build Statement</u>								
<u>Transport Assessment and Travel Plan</u>								

ITEM	Householder	Major	Minor	Change of Use	Advert	Listed Building works	CA>Listed Building Demolition	Certificate of Lawfulness
<u>Ventilation/ Extraction Details</u>								
<u>Waste Management Storage and Collection Strategy</u>								