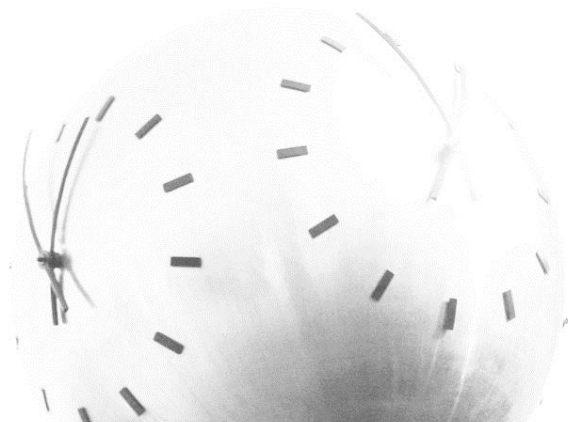


# Local List of Validation Requirements

1<sup>st</sup> July 2017



**BasildonCouncil**  
BASILDON • BILLERICAY • WICKFORD

*Creating Opportunity, Improving Lives*

## Basildon Council Planning Validation Requirements List

Document	When Required	Further information	Further Info	Policy Driver (BAS prefix indicates Basildon Policy)
<b>NATIONAL REQUIREMENTS</b>				
<p><b>Completed application form</b></p> <p><b>Relevant fee (where required)</b></p>	All applications	<p>It is recommended that applications are submitted electronically through the <a href="#">Planning Portal</a>. For applications submitted as a paper copy, <u>2 complete sets</u> of documents must be submitted.</p> <p>Payments can be made online <a href="#">here</a>. Cheques must be addressed to Basildon Borough Council</p>	<p>Make an application <a href="#">Online</a></p> <p><a href="#">Fee calculator</a></p> <p><a href="#">Downloadable Forms</a></p> <p><a href="#">Fees (guide)</a></p>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Article 7</a></p>
<b>Notice(s) of ownership</b>	All applications where there are owners of the application site other than the applicant	<p>Must be served in accordance with Article 13/14 of The Town and Country (Development Management Procedure Procedure) (England) Order 2015</p> <p>'Owners' are either freeholders, or leaseholders with at least 7 years of the leasehold left unexpired.</p>	<a href="#">Planning Portal Guidance</a>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 Articles 13 &amp; 14</a></p>
<b>Design and Access Statement</b>	<ul style="list-style-type: none"> <li>All major planning applications</li> <li>Applications for one or more dwellinghouses in a Conservation Area</li> <li>Applications for the provision of a building / buildings where the floor space created by the development is 100 square metres or more within a Conservation Area</li> <li>All Listed Building Consent applications</li> </ul>	<p>To explain &amp; justify the proposal. The level of detail required will depend on the scale and complexity of the application. It should cover:</p> <ul style="list-style-type: none"> <li>The design principles and concepts applied to the proposed development in terms of amount of development proposed, its scale and the landscaping.</li> <li>How issues relating to access to and use of the development have been dealt with including Building Regulations Category M4(2) &amp; M4(3) Homes (generally <i>reflective of Lifetime Homes &amp; Wheelchair Housing</i>).</li> </ul>	<a href="#">National Planning Practice Guidance</a>	<p><a href="#">The Town and Country (Development Management Procedure) (England) order 2015 Article 9</a></p>

<p><b>Site location plan</b></p> <p>Scale 1:1250 or 1:2500, up to date and includes the direction of north.</p> <p>Scale Bar required</p>	<p>All</p> <p>(except applications for Non-Material Amendments and discharge of condition applications)</p>	<p>Should include</p> <ul style="list-style-type: none"> <li>• At least two named roads (where possible)</li> <li>• All the surrounding buildings, roads and footpaths on land adjoining the site.</li> <li>• A red line around all land required for the development</li> <li>• A blue line around all other land owned by the applicant close to or adjoining the site.</li> </ul>		<p><a href="#">The Town and Country (Development Management Procedure) (England) order 2015 Article 7</a></p>
<p><b>Block Plan</b></p> <p>Scale 1:200 or 1:500 showing the direction of north and the development in relation to site boundaries and other existing buildings on the sites.</p> <p>Scale Bar required.</p>	<p>All</p> <p>(except applications for Non-Material Amendments and discharge of condition applications and outline applications, where siting is a reserved matter)</p>	<p>Should include the following unless they would not influence or be affected by the proposal</p> <ul style="list-style-type: none"> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• All public rights of way crossing or adjoining the site</li> <li>• The position of all existing &amp; proposed trees on the site and adjacent land</li> <li>• The extent and type of any hard surfacing</li> <li>• The type and height of boundary treatment (e.g. walls, fences etc.)</li> </ul>		<p><a href="#">The Town and Country (Development Management Procedure) (England) order 2015 Article 7</a></p>
<p><b>Elevations - existing and proposed</b></p> <p>Scale 1:50 or 1:100 to show overall size of any new buildings or extensions</p> <p>Scale Bar required</p>	<p>All applications proposing new buildings or alterations to the exterior of existing buildings</p> <p>(except outline applications)</p>	<p>Show clearly the proposed works in relation to what is already there, including:</p> <ul style="list-style-type: none"> <li>• All sides of the proposal and the proposed building materials and the proposed style, materials and finish of windows and doors</li> <li>• Where a proposed elevation adjoins or is in close proximity to another building(s), show the relationship between the buildings and detail positions of the openings on each property.</li> <li>• Streetscene elevations are required where extensions or new buildings are visible from the street frontage</li> </ul>		<p><a href="#">The Town and Country (Development Management Procedure) (England) order 2015 Article 7</a></p>

<p><b>Floor plans, existing and proposed</b></p> <p>Scale 1:50 or 1:100</p> <p>Scale Bar &amp; direction of north required</p>	<p>All applications proposing new or amended floorspace and/or proposals to alter existing buildings</p> <p>(except outline applications)</p>	<p>These should explain the proposal in detail, showing</p> <ul style="list-style-type: none"> <li>• Where existing buildings or walls are to be demolished (if applicable)</li> <li>• Details of the layout of existing building(s) as well as those for the proposed development.</li> </ul>		<p><a href="#">The Town and Country (Development Management Procedure) (England) order 2015 Article 7</a></p>
<p><b>Existing and proposed site sections and finished floor and site levels</b></p> <p>Scale 1:50 or 1:100</p> <p>Scale Bar required</p>	<p>All applications which involve a change in ground levels or where development is proposed next to changing ground levels.</p> <p>(except outline applications)</p>	<p>Where a proposal involves a change in ground levels, section drawings must show both existing and finished levels.</p> <p>Full information should also be submitted to demonstrate</p> <ul style="list-style-type: none"> <li>• How proposed buildings relate to existing site levels and neighbouring development</li> <li>• Plans showing existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also in relation to adjoining buildings</li> </ul>		<p><a href="#">The Town and Country (Development Management Procedure) (England) order 2015 Article 7</a></p>
<p><b>Roof Plans</b></p> <p>Scale 1:100 or 1:200</p> <p>Scale Bar required</p>	<p>Required where a roof would be created or altered by the proposed development</p>	<p>Showing the shape of the roof and details of the roofing materials and any features such as chimney positions or windows.</p>		<p>As above</p>

### General Notes - Drawings.

Note that plans will generally be viewed online and plan size and font should reflect this. All drawings should also be:

- Clearly and accurately drawn and reflective of the proposed development, and where necessary, the existing built form and any neighbouring structures shown (eg within a streetscene elevation).
- drawn to an identified metric scale (which is reflected by a scale bar included within the drawing) \* the annotation with key dimensions is also encouraged, such as overall height, width and depth of structures and distances to site boundaries
- clearly named ( eg '*Proposed first floor plan*') and given a unique reference number (eg '*LS001*')
- where required, give clear revision references and dates (eg '*LS001 RevA*', '*17.01.2017 - front dormer removed*')
- if relating to revisions to approved or refused schemes, it can be useful to provide comparison / overlaid drawings or including 'cloud' revision annotations.



## LOCAL REQUIREMENTS

Document	When Required	Further information	Further Info	Policy Driver
<b>Affordable Housing Statement / Viability Statement</b>	<p>Application for new residential development where</p> <ul style="list-style-type: none"> <li>Sites of 10 units or more, or</li> <li>Sites of more than 0.2 Hectares.</li> </ul>	<p>The statement must set out</p> <ul style="list-style-type: none"> <li>How affordable housing requirements set out in the Planning Obligation Strategy will be met</li> <li>Location, number and size of residential units</li> <li>The mix of units (tenure)</li> <li>Where less than 36% affordable housing is proposed, a full Viability Appraisal shall be provided to the Council for independent assessment.</li> </ul>		<p><a href="#">Basildon Council Planning Obligation Strategy</a></p> <p><a href="#">NPPF 47-54, 159, 173-177</a></p>
<b>Agricultural Appraisal</b>	<p>Required for all applications proposing new agricultural workers dwellings and all planning applications for removal of agricultural occupancy conditions on existing dwellings.</p>	<p>Should include both functional and financial evidence to demonstrate that there is an agricultural need for a permanent dwelling and that there are no suitable dwellings available in the locality.</p> <p>For removal of condition applications evidence should be submitted to show there is no long-term need for an agricultural workers dwelling in the locality. This should include evidence to show that the property has been properly publicised for sale and let.</p>		<p><a href="#">BAS GB6</a></p>
<b>Biodiversity Survey and Report</b>	<p>Any application which may adversely affect any protected or priority species, designated sites (including Sites of Special Scientific Interest (SSSI) and Local Wildlife Sites (previously termed Sites of Importance for Nature Conservation (SINC)), priority habitats or significant biodiversity features within or surrounding the application site.</p>	<p>The Survey / Report should provide an assessment of the impact of the proposed development on wildlife with proposals for mitigation or compensation measures including the protection of habitats, and provision of new habitats.</p> <p>It shall include an assessment of existing structures or potential natural habitats where they are to be removed or naturally affected by the proposals.</p>		<p><a href="#">NPPF 109</a></p>

<b>Environmental Impact Statement</b>	<p>Required in connection with all development identified within Schedule 1 or 2 of the regulations and which in accordance with Schedule 3 would constitute EIA development.</p>	<p>Prior to making an application, applicants are encouraged to apply for a Screening Opinion to determine whether the proposed development requires an Environmental Statement.</p> <p>An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement.</p> <p>Where required, an Environmental Statement in the form set out in Schedule 4 of the Regulations must be provided.</p>		<p><a href="#">The Town and Country Planning (Environmental Impact Assessment) Regulations 2011</a></p> <p><a href="#">NPPF 192</a></p> <p><a href="#">NPPG</a></p>
<b>Flood Risk Assessment</b>	<p>Flood Zone 1 (site of more than 1 hectare) All new development within Flood Zone 2 and 3.</p>	<p>The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.</p> <p>The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage (SUD's) and address the requirement for safe access to and from the development in areas at risk of flooding.</p>	<p><a href="#">Basildon Strategic Flood Risk Assessment</a></p> <p><a href="#">Environment Agency Website</a></p>	<p><a href="#">NPPF 93-108, 166, 192</a></p> <p><a href="#">NPPG</a></p>
<b>Health Impact Assessment</b>	<p>Required for all EIA qualifying developments.</p>	<p>The assessment should consider the environmental impact upon health of the development, as well as the wider impact upon healthy living and the demands that are placed upon health services and facilities arising from the development.</p>		<p><a href="#">Planning Obligations SPD</a></p> <p><a href="#">NPPG</a></p>

<b>Heritage Statement</b>	<p>Applications which relate to:</p> <ul style="list-style-type: none"> <li>• Designated heritage assets</li> <li>• Non designated heritage assets such as non-scheduled archaeological sites and Buildings on the Register of Buildings of Local Value</li> <li>• Applications for Listed Building Consent</li> </ul>	<p>Description of the asset and the aspect of it which the proposal will impact upon. The importance and significance of the asset will need to be evaluated, defined and assessed. Where relevant, heritage statements should be supported by photographs, phasing plans, historic photographs or drawings, historic maps and other relevant sources. The level of information required is proportionate to the significance of the asset and the extent of the works proposed.</p>	<p><a href="#">Historic Environment Practice Guide</a> <a href="#">Heritage Gateway</a></p>	<p><a href="#">NPPF 126 – 141, 169, 170</a> <a href="#">NPPG</a></p>
<b>Land Contamination Assessment</b>	<p>Major applications especially on Brownfield sites, applications subject to Environmental Impact Assessment regulations and small scale extensions and development if there are known contamination issues associated with the site (e.g. If site had a former industrial use or other previous contaminative activity).</p>	<p>The information to be submitted is site specific. Applicants are advised to follow the guidance contained in the booklet Land Affected by Contamination which sets out a sequential approach to the assessment.</p>	<p><a href="#">Basildon Contaminated Land Strategy</a></p>	<p><a href="#">NPPF 120-122</a> <a href="#">NPPG</a></p>
<b>Lighting Assessment</b>	<p>All applications, except householder proposals, where it is proposed to incorporate external flood lighting.</p>	<p>The assessment should include a layout plan with beam orientation and lighting spill.</p>		<p><a href="#">NPPF 125</a> <a href="#">NPPG</a></p>
<b>Noise Assessment</b>	<p>Major residential applications affected by significant levels of noise from road, rail or industry.</p> <p>Applications involving B2/B8 and late night (A3/A4/A5) uses where adjacent to residential uses</p>	<p>To demonstrate that noise will not give rise to significant adverse impacts on health and quality of life as a result of new development; or to mitigate and reduce to a minimum other adverse impacts on health and quality of life arising from noise from new development</p>	<p><a href="#">Noise Policy Statement for England</a></p>	<p><a href="#">NPPF 123</a> <a href="#">NPPG</a></p>

<b>Parking and Access Arrangements</b>	All applications likely to result in a loss or gain in parking provision.	The existing and proposed parking and cycle storage and access arrangements for vehicles and pedestrians to be shown on the block/site plan.		<a href="#">NPPF 39</a>
<b>Town Centre Impact Assessment</b>	<p>Applications for any of the following:</p> <p>1) Retail and leisure developments over 2500 square metres.</p> <p>2) Smaller retail and leisure likely to have a significant impact on smaller centres.</p> <p>3) Applications for other main town centre uses when they are an edge of centre or out of centre location; and not in accordance with a development plan</p>	<p>The assessment should be against the following impacts on centres</p> <ul style="list-style-type: none"> <li>• impact on existing, committed and planned public and private investment in centre(s) in the catchment area of the proposals</li> <li>• impact on town centre vitality and viability, including consumer choice</li> <li>• impact on allocated sites outside town centre being developed in accordance with development plan</li> <li>• impact on trade/turnover both in centre and wider area</li> <li>• if in or on edge of town centre whether of appropriate scale</li> <li>• any locally important impacts on centres</li> </ul>		<a href="#">NPPF 26</a> <a href="#">NPPG</a> <a href="#">BAS SH1</a>
<b>Statement of Community Involvement</b>	Large scale or potentially controversial applications where there is significant impact on the environment or local community or where the nature of the development is likely to attract significant local interest.	Public Consultation statement – should explain how the views of the community have been sought and taken into account in the formulation of the proposal.	Basildon Council <a href="#">Statement of Community Involvement</a>	<a href="#">NPPF 66, 188, 189</a>



<p><b>Sustainable Drainage Checklist &amp; Strategy</b></p>	<p>All major development proposals (ie developments of 10 dwellings or more; sites larger than 0.5 hectares where the number of dwellings is not known; sites where the floorspace to be created is more than 1,000 sq metres; or development on a site of 1 hectare or more).</p> <p>Note: There are separate checklists for full and outline applications.</p>	<p>The checklist and strategy should be submitted alongside the planning application in order to demonstrate that the necessary information has been supplied to assess the suitability of the proposed sustainable drainage system, in line with Paragraphs 103 and 109 of the National Planning Policy Framework (NPPF). Failure to provide any of the information requested may result in the Lead Local Flood Authority (LLFA) making recommendation for refusal of the planning application on grounds of insufficient information.</p>	<p>For further advice please contact Essex County Council using the following email address <a href="mailto:SuDS@essex.gov.uk">SuDS@essex.gov.uk</a> or view their <a href="#">SUDS guide</a></p>	<p><a href="#">NPPF 103, 109.</a></p> <p>The Secretary of State for Communities and Local Government Written Ministerial Statement in the House of Commons on 18<sup>th</sup> December 2014.</p>
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<b>Telecommunications Development</b>	Prior approval and planning applications for telecommunication development	<p>The area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposal.</p> <p>Requires a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection.</p>	<a href="#">Code of Best Practice on Mobile Network Development in England (2013)</a>	<a href="#">NPPF 42-46</a> <a href="#">BAS BE20</a>
<b>Transport Assessment</b>	<p>All developments which are likely to generate significant amount of vehicle movement i.e. major developments</p> <p style="text-align: center;">OR</p> <p>Any development likely to result in a material increase in the character of traffic entering or leaving a trunk road.</p>	Should include details as set out in NPPG and are likely to include the existing conditions, development details, predicted person trip generation and mode splits, predicted residual vehicular trip generation based on proposed travel plan measures, distribution of residual vehicular trips, junction capacity assessments and merge / diverge assessments at opening year and ten years after registration of application, and details of the proposed mitigation measures.		<a href="#">NPPF 32-38</a> <a href="#">NPPG</a> <a href="#">The Town and Country (Development Management Procedure) (England) order 2015 Article 18; Schedule 4</a>
<b>Travel Plan</b>	All developments which are likely to generate significant amount of transport movement.	The Travel Plan must set out how the reliance on the private motor car will be reduced.		<a href="#">NPPF 36</a> <a href="#">NPPG</a>

<b>Tree survey</b>	<p>Where there are trees, within or adjacent to a planning application site that could influence or be affected by the proposed development.</p>	<p>Level of information should relate to the potential impact upon trees.</p> <p>Existing trees to be shown on Block Plan / drawings</p> <p>Applications proposing the removal of any significant trees or where Preserved Trees lie upon or adjoining the site (TPO or Conservation Area) which may be affected by the proposal, shall include an Arboricultural Statement in accordance with BS5837 will normally be required. This should include:</p> <ul style="list-style-type: none"> <li>○ Tree Survey</li> <li>○ Tree Protection Plan</li> <li>○ Arboricultural Method Statement (if development is taking place within the root protection area)</li> </ul>		<p><a href="#">NPPF</a></p> <p><a href="#">NPPG</a></p>
<b>Ventilation/ Extraction System</b>	<p>A3, A4 and A5 uses and any other proposals (except householders) which will incorporate a ventilation/extraction system.</p>	<p>Details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristics.</p>	<p><a href="#">DEFRA Guidance</a></p>	<p><a href="#">NPPF</a></p>