Validation Checklist – V5

Outline Planning Permission with some Matters Reserved

**DRAWINGS** – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings MUST include the following information:
- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale). Drawings which say ‘Do not scale’, or similar will not be accepted.
- Indicate the direction of North on layout and location plans.

Drawings should also include the following information:
- A scale bar indicating a minimum of 0-10 meters.
- Have a title to identify the development and subject of the drawing (e.g. Residential development at Forest Road, Tunbridge Wells – Site Layout).
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed).
- The date the drawing was drawn or any changes made.
- Annotation against the drawing to indicate all key external dimensions.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

A minimum of 4 sets of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.

Documents that **must** be included with your application:

- **Correct Fee**

- **Application Form, completed, signed** (unless submitted electronically) and dated

- **Ownership Certificate:**
  - A (included in Application Form: the applicant owns the land) OR
  - B (Form Part 2(1): the applicant does not own the land but has served certificate of notice on owner) OR
  - C (Form Part 2(2): the applicant does not own the land, is unable to issue certificate but has notified owners) OR
  - D (Form Part 2(2): the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)

- **Agricultural Holdings Certificate**

- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site outlined in red and any other land owned by the applicant outlined in blue

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1 see Fees for Applications Guidance Note
Part 2: RESERVED MATTERS REQUIREMENTS

Please complete the questions below which will determine the requirements for your application dependant on the reserved matters you wish to be considered at this stage.

YES  NO

☐  ☐ Is LAYOUT to be considered in this application?

If yes, you will need to submit the following information:

☐  • Site Layout Plan/Block Plan (Scale 1:500, 1:200 or 1:100 sufficient to show

  • the position of all new buildings on the site,
  • routes and open spaces within the development,
  • the relationship of buildings, routes and open spaces to buildings and
    spaces outside the development,
  • provision for the parking of vehicles and cycles and the turning of
    vehicles.

If no, you will need to submit the following information:

☐  • Site Layout Plan/Block Plan (Scale 1:500 or 1:200) showing indicative layout with the separate development zones proposed within the site boundary where appropriate together with gross floorspace for each proposed use.

YES  NO

☐  ☐ Is SCALE to be considered in this application?

If yes, you will need to submit the following information:

☐  • Drawing showing the height, width and length of each building proposed in relation to its surroundings (Scale 1:100 or 1:200)

☐  • Street-scene Drawing (Scale 1:100 or 1:200) showing the relationship between buildings both within the development and to adjacent development.

2 See Design and Access Statement Guidance Notes
If NO, you will need to submit the following information:

- Details indicating the upper and lower limits for height, width and length of each building within the site boundary.

**YES NO**

- □ □ Is APPEARANCE to be considered in this application?
  
  If YES, you will need to submit the following information:
  
  - □ □ Existing and Proposed Elevations (Scale 1:50 or 1:100)
  - □ □ Existing and Proposed Roof Plans (Scale 1:50 or 1:100)
  - □ □ Existing and Proposed floor plans (Scale 1:50 or 1:100)
  - □ □ The type of external finishes to be used including colour, texture and profile

**YES NO**

- □ □ Is ACCESS to be considered in this application?
  
  If yes, you will need to submit a site plan (Scale 1:200 or 1:500 depending on the size of the development) showing
  
  - Accessibility to and within the site for vehicles, pedestrians and cyclists.
  - The position and treatment of the proposed/new accesses, and/or
  - The position and treatment of circulation routes within the site, including facilities for cyclists and pedestrians
  - The position and details of any accesses to be closed.
  - How access and circulation routes fit into the surrounding area.

If NO, you will need to submit the following information:

- Indicative access points – an area or areas in which the access point or points will be situated.
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YES  NO

☐  ☐ Is LANDSCAPING to be considered in this application?

☐  ☐ If YES, you will need to submit a landscaping plan (Scale 1:200) showing the
  •  Treatment of private and public space through hard and soft measures including:
    •  the position of all existing trees/shrubs to be retained and those to be
        removed.
    •  size, species and density of all proposed trees/shrubs,
    •  method of ground preparation,
    •  proposed finished levels or contours;
    •  means of enclosure;
    •  car parking layouts; other vehicle and pedestrian access and circulation
        areas;
    •  hard surfacing materials;
    •  minor artefacts and structures (e.g. furniture, play equipment, refuse or
        other storage units, signs, lighting etc);
    •  proposed and existing functional services above and below ground (e.g.
        drainage power, communications cables, pipelines etc indicating lines,
        manholes, supports etc);
    •  retained historic landscape features

Part 3: OTHER REQUIREMENTS

Having read our Validation Advice Note does your proposal require the submission of any of the following? Please tick the appropriate box and submit the relevant documents with your application.

YES  NO

☐  ☐ Affordable Housing Statement

☐  ☐ Air Quality Assessment

☐  ☐ Biodiversity: Ecological Site Assessment, Ecological Survey and Protected
    Species Survey

☐  ☐ Contaminated Land Investigation

☐  ☐ Development Contributions Viability Statement

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## Validation Checklist – V5

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YES NO

☐ ☐ Transport Assessment And Travel Plan
☐ ☐ Tree Survey
☐ ☐ Utilities Statement
☐ ☐ Ventilation/Extraction Details

If you do not consider that any of the above are required to be submitted please explain why in an accompanying statement.
If you answered yes to any of the above but did not supply the information your application will be invalid.

Further guidance on completing and submitting a planning application is available on our web site.

If we require further information to process your application we will contact you: Your application will then be made invalid until the requested information is received.

If you believe that the information highlighted on the Checklist is not required then you must state the reasons why we should not make your application invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

If you require this information in other formats (large print, Braille, audiotape, other language) please phone 01892 526121 or planningcomments@tunbridgewells.gov.uk.

Signed:...........................................................................................................

Date:...............................................................................................................