



Charnwood Borough Council
Validation Requirements

February 2024

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Part 1 – Introduction

The purpose of this document is to provide guidance to applicants, developers, and planning agents on the information required to be submitted with planning applications in order for applications to be considered valid, and subsequently processed by the Local Planning Authority. In 2008 a mandatory standard national planning application form and associated information requirements for the validation of planning applications was introduced (a 2008 amendment to the Town and Country Planning (General Development Management Procedure) Order 1995). Since then, additional guidance has been provided in the Town and Country Planning (Development Management Procedure) (England) Orders 2013 and 2015 in addition to national Planning Practice Guidance.

This document reflects the most recent guidance on local validation requirements. In accordance with the Town and Country Planning (General Development Management Procedure) (England) Order 2015 (DMPO).

Part 2 – How to use this guide

This guide sets out what is required to be submitted alongside your planning application. It is important to note that not all elements of the document will apply to your application.

The National Validation Requirements are set out within Part 5 of this guide. These apply to all planning applications.

The local validation requirements are separated into seven parts, with each part generally relating to a different type of application.

Part 6 – relates to the local validation requirements that are typically required for a householder development.

Part 7 – relates to other planning applications, which can include minor and major developments. The requirements depend on the nature of the application, and a degree of judgement will be required to determine the need for certain requirements.

Part 8 – relates to specific types of development which are less frequently submitted to the LPA.

Part 9 – relates to residential development, this can include both major and minor residential development.

Part 10 – relates to certain types of non-residential development with specific considerations, which need to be addressed at the validation stage.

Part 11 – relates to applications affecting listed buildings.

Part 12 – relates to other document which may be required for very specific types of development

An index is provided at the end of this document to help on which sections may apply to your application. Please pay special attention to section 12 which may apply depending on the circumstances of your application and its location.

Please note that this guide does not specify requirements for 'Prior Notifications' under the [Town and Country Planning General \(Permitted Development\) Order 2015](#) (as amended). These are as prescribed by that legislation.

Part 3 – How the Local Planning Authority will use this guide

The validation process is an administrative process to check that the correct documents (and fee) have been submitted. The aim is to ensure that the LPA has the required information at the beginning of the process to avoid delays and enable the Council to consider and formally determine a planning application in a timely manner.

An application will be considered invalid if it fails to fulfil the national or local validation requirements set out below. This can also include where there are inaccuracies within the submitted documents, such as an incorrect ownership certificate, insufficient planning fee, lack of detail on submitted drawings, or inconsistencies within the information supplied.

In the case where an application is considered to be invalid the LPA will notify the applicant/agent as soon as practicable, normally within 10 working days of submission, to help remedy the deficiencies. You will be notified by email, or your preferred means of communication.

If the application is still considered to be invalid after 21 days of being notified by the LPA, the application may be returned.

In the worst-case scenario where the shortcomings identified by the LPA are not agreed by the applicant/agent, an article 12 notice can be served to the LPA. This is set out within The Town and Country Planning (Development Management Procedure) (England) Order 2015.

Once adopted, the Local List should be reviewed every two years to ensure it remains relevant and fit for purpose.

Part 4 – How to apply for planning permission

(see also www.charnwood.gov.uk/applying_for_planning_permission)

Applications should be submitted electronically to the Local Planning Authority. The most common way to apply is through the Planning Portal. The Planning Portal provides guidance and takes you step-by-step through the application process. You can also find a trade professional and buy planning maps through affiliates of the Planning Portal. The Planning Portal currently charges a small fee for their service. Planning Portal can be accessed using the following link:

www.planningportal.co.uk

You may wish to apply to the Local Planning Authority directly through an email to development.control@charnwood.gov.uk.

Part 5 – National Requirements – applicable to all applications

No.	National requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Application form	All	Guidance on how to fill out these forms can be found at the planning portal web site: www.planningportal.co.uk .	DMPO 2015 Part3, Article 11 (2)(a) & DMPO 2015 Part3, Article 7 (1)(a)
2	Agricultural holding certificate (article 7)	All	This part of the application form must be signed to either confirm the land to which the application relates is not part of an agricultural holding; or if it is that you have notified any tenants	DMPO 2015 Part3, Article 11 (2)(b) & DMPO 2015 Part3, Article 14
3	Ownership certificate (A,B,C, or D as applicable)	All	Guidance on how to fill out these forms can be found at the Planning Portal web site: www.planningportal.co.uk One of the ownership certificates must be signed. (If part of your proposal overhangs or forms a party wall on your neighbour's land you are required to submit certificate B)	DMPO 2015 Part3, Article 11 (2)(b) & DMPO 2015 Part3, Article 14

No.	National requirement	Types of application and when required	What is required	Policy driver and where to get more advice
4	Site location plan	All	<p>A location plan should be based on an up-to-date map. The scale should be 1:1250 or scaled to fit onto A4 or A3 size paper.</p> <p>A location plan should identify at least one named road and any buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</p> <p>The application site should be outlined with a continuous red line. It should include all land necessary to carry out the proposed development and include access from the public highway.</p> <p>A blue line should be drawn around any other land owned by the applicant but not forming part of the application, close to or adjoining the application site.</p>	<p>DMPO 2015 Part3, Article 11 (2)(a) & DMPO 2015 Part3, Article 7 (1)(c)(i)</p>
5	Design and Access Statement	<ul style="list-style-type: none"> • Applications for major development • Applications for development in a designated area* 	<p>A Design and Access Statement must:</p> <p>(a) Explain the design principles and concepts that have been</p>	<p>DMPO 2015 Part 3, Article 11 (2)(c) & DMPO 2015 Part 3, Article 9</p>

No.	National requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		<p>where the proposed development consists of:</p> <ul style="list-style-type: none"> ○ One or more dwellings; or ○ A building or buildings with a floor space of 100 square metres or more <ul style="list-style-type: none"> ● Applications for listed building consent <p>*For the purposes of design and access statements, a designated area means a world heritage site or a conservation area</p>	<p>applied to the proposed development; and</p> <p>(b) Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account</p> <p>A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a design and access statement should be tailored accordingly.</p> <p>Design and access statements must also explain the applicant's approach to access and how relevant local plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific</p>	

No.	National requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			issues which might affect access to the proposed development have been addressed.	
6	Appropriate fee	All – exemptions apply	As set out within The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 Schedule 1 Part 2 Scale of Fees (as amended)	DMPO 2015 Part3, Article 11 (2)(f)

Part 6: Household applications (applications for works to extend or alter a dwelling , or build within its garden)

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Site plan	All	<p>The site plan should be drawn at 1:500 or 1:200 scale. It should accurately show:</p> <ul style="list-style-type: none"> • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on site • written dimensions including those to the boundaries. <p>The following may be required, unless these would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site, and those on adjacent land 	DMPO 2015 Part3, Article 11 (2)(a) & DMPO 2015 Part3, Article 7 (1)(c)(ii)

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<ul style="list-style-type: none"> • The extent and type of any hard surfacing; and • Boundary treatment including walls or fencing where this is proposed 	
2	Existing and proposed floor plans	All	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate.	DMPO 2015 Part3, Article 11 (2)(a) & DMPO 2015 Part3, Article 7 (1)(c)(ii)
3	Existing and proposed elevations	All	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar. They should clearly show the proposed works in relation to what is already there, highlighting any structures to	DMPO 2015 Part3, Article 11 (2)(a) & DMPO 2015 Part3, Article 7 (1)(c)(ii)

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			be demolished, or changes to external materials as appropriate.	
4	Plans and drawings	Roof extensions, roof terraces, dormer windows, and window and door replacement	<p>For roof extensions and dormers:</p> <ul style="list-style-type: none"> • Submit elevations of the whole property, not just the roof and upper floor(s) • Submit existing and proposed sections through the roof <p>For roof terraces:</p> <ul style="list-style-type: none"> • Show the nearest windows on the immediately adjoining properties on elevations and floor plans • Provide details including proposed materials and measurements of means of enclosure around the terrace and any privacy screens 	DMPO 2015 Part3, Article 11 (2)(a) & DMPO 2015 Part3, Article 7 (1)(c)(ii)
5	Parking plan	All	<p>Submit existing and proposed parking plans to scale showing:</p> <ul style="list-style-type: none"> • Number of parking spaces • Details of existing and proposed parking provision on a plan including details 	<p>Policy TR18</p> <p>Leicestershire Highways Design Guide</p> <p>Paragraph 110 of the National Planning Policy Framework (NPPF)</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<p>of servicing arrangement, turning areas, and surfacing materials</p> <ul style="list-style-type: none"> • Location and number of cycle parking including a plan showing location; numbers of stands, elevations of proposed cycle covers and materials to be used • Location and number of parking spaces for powered two-wheelers 	
6	Hardstanding	If your proposal involves laying a hardstanding	You must confirm that the proposed materials are permeable or show on your drawings how the rainwater is directed to a lawn or border to drain naturally within the boundaries of the site.	Policy CS25
7	Flood Risk Assessment	If the site is located within flood zones 2 or 3. Or. In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency	Your FRA should include: <ul style="list-style-type: none"> • your site address • a description of your development • an assessment of the flood risk from all sources of flooding for your development, plus an allowance for climate change 	https://www.gov.uk/guidance/flood-risk-assessment-standing-advice Policy CS16

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<ul style="list-style-type: none"> • the estimated flood level for your development, taking into account the impacts of climate change over its lifetime • details of the finished floor levels • details of your flood resistance and resilience plans • any supporting plans and drawings • any other information the relevant standing advice tells you to include. 	

Part 7: All applications excluding householders and residential development – please also check parts 8, 11 and 12 for details required for specific types of application and circumstances

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Site Plan	All	<p>The site plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show:</p> <ul style="list-style-type: none"> • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on site • written dimensions including those to the boundaries. <p>The following may be required, unless these would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site, and those on adjacent land • The extent and type of any hard surfacing; and 	Article 7 of the General Permitted Development Procedure Order 2015

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<ul style="list-style-type: none"> Boundary treatment including walls or fencing where this is proposed 	
2	Existing and proposed floor plans	All applications including change of use, building operations, or internal alterations	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate.	Article 7 of the General Permitted Development Procedure Order 2015
3	Existing and proposed elevations	All applications involving building work, alterations to buildings or display of advertisements	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished as appropriate.	Article 7 of the General Permitted Development Procedure Order 2015
4	Existing and proposed sections	All applications involving building work, alterations to	All plans to be drawn at a minimum scale of 1:50, or 1:100.	Article 7 of the General Permitted Development Procedure Order 2015

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		buildings or display of advertisements	Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated where appropriate. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished	
5	Existing and proposed roof plans	All applications involving alterations to the roof layout	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished.	Article 7 of the General Permitted Development Procedure Order 2015
6	Levels	All applications involving building work	Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels relating to fixed datum points off site) and also show the proposals in relation to adjoining buildings with section plans. Levels	Article 7 of the General Permitted Development Procedure Order 2015

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			should also be considered in the formulation of design and access statements.	
7	Parking plan	All applications which alter the amount of on-site parking	<p>Submit existing and proposed parking plans to scale showing:</p> <ul style="list-style-type: none"> • Number of existing and proposed parking spaces. • Details of existing and proposed parking provision on a plan including details of servicing arrangement, turning heads, tracking for large service vehicles, and surfacing materials • Location and number of cycle parking including a plan showing location; numbers of stands, elevations of proposed cycle covers and materials to be used • Location and number of parking spaces for powered two-wheelers 	<p>Leicestershire Highways Design Guide</p> <p>Policy TR18</p>
8	Floor space/ accommodation schedule	Applications for residential use	A schedule of residential unit types, the number of bedspaces (persons), number of bedrooms and gross internal floor space expressed in square metres.	<p>Policy CS2</p> <p>Technical housing standards – nationally described space standard</p>
9	Bin stores/recycling facilities	All new development which would result in the need for new or storage or recycling facilities	A scaled plan indicated the location of bin stores and details of the materials, design and type enclosure to be used. The plan	<p>Charnwood Recycling and Waste:</p> <p>Open.space@charnwood.gov.uk</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			should include elevations with dimensions and details of collection arrangements.	
10	Hardstanding	All	If your proposal involves laying a hardstanding, then you must confirm the proposal materials are permeable or show on your drawings how the rainwater is directed to a lawn or border to drain naturally within the boundaries of the site.	Leicestershire Highways Design Guide Policy CS25 Policy TR18

Part 8 – Specific types of development – extra requirements for less frequently occurring applications

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Plans, elevations and sections	Retail, and shop fronts	<p>Section of security grilles or shutters, if proposed, indicating the location of the shutter box and canopy with details of the materials and colour.</p> <p>If the proposal affects the access to the upper floors in any way, ground floor plans showing separate access to upper floors.</p> <p>For proposals including the installation of ATM's, details of height (for disabled access) and details of any illuminated adverts.</p>	Article 7 of the General Permitted Development Procedure Order 2015
2	Plans, elevations and sections	Installation of plant, flues, ventilation, extraction or air conditioning equipment	<p>Show equipment, ducting and acoustic enclosures or screening on plans, elevations and sections.</p> <p>Show the location of neighbouring windows on drawings cross referenced to an acoustic report.</p>	Charnwood Environmental Health – Env.health@charnwood.gov.uk
3	Plans, elevations and sections	Advertisements	<ul style="list-style-type: none"> • The method, type and colour of illumination (internal/external) • Type of lighting – spotlights, trough lights, halo illumination • The size and brightness of light fittings • Submit existing and proposed sections through any fascia or projecting sign making sure the 	<p>Leicestershire Highways Design Guide</p> <p>Policy CS2</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			section is cut through to show the illumination at scale 1:20	
4	Plans, elevations, statement	Non-material amendments (Section 96(a) applications)	Submit drawings/plans/elevations, and/or sections showing the amendment which are being sought, where necessary. A schedule should be submitted setting out the differences, describing the changes proposed.	Article 7 of the General Permitted Development Procedure Order 2015
5	Plans, elevations and sections	Lawful development certificate for a proposed development or use	Plans, elevations, and sections at scale 1:100 or 1:50 that clearly show the full extent of use or building works.	Article 7 of the General Permitted Development Procedure Order 2015
6	Plans, elevations and sections	Lawful development for alterations to the roof including extensions, dormer windows, roof lights:	<ul style="list-style-type: none"> • Provide a statement setting out existing and proposed cubic content of the roof space, including calculations • If roof lights are to be installed, please confirm how far they project from the roof slope by stating the measurement on the drawings. • If you are proposing dormer windows, please confirm the distance between the eaves of the original roof and the bottom of the dormer window. • Annotate your drawings to confirm materials 	Article 7 of the General Permitted Development Procedure Order 2015
7	Details of lawful use	Change of use	Details of the previous lawful use of the building and why it is considered that	Article 7 of the General Permitted Development Procedure Order 2015

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			no planning permission is required, as per application requirements.	
8	Plans, elevations, statement	Certificate of lawfulness for existing use or development	An application for a certificate of lawfulness is assessed purely based on evidence submitted in support of it, and on any other evidence that the council may have, such as its own records, or that which it obtains during processing of the application.	National Planning Practice Guidance
9	Plans, elevations, statement	Variation/removal of condition ('section 73' applications)	<p>The applicant will need to provide sufficient information to enable the local planning authority to fully identify the changes sought.</p> <p>If you are applying to vary approved plans, they should clearly indicate the full extent of the proposed changes across the site with a supporting statement indicating the changes sought.</p>	National Planning Policy Framework National Planning Practice Guidance
10	Transport Statement	Outline planning applications – including access.	<p>There is a requirement to indicate where access points to the development would be situated.</p> <p>If access is to be determined at the outline stage all transport matters must be dealt with in detail, including the submission of a Transport Impact assessment where necessary.</p>	<p>National Planning Practice Guidance</p> <p>General Management Procedure Order 2015.</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<p>The council reserve the right to request further information in the form of, for example, indicative drawings and other supplementary documents, if it is not possible to determine the application on the reserved matters indicated (Article 5(2) of the GDPO 2015).</p>	

Part 9 – Residential development

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Affordable housing statement	Major development (schemes for 10 or more dwellings)	<p>An affordable housing statement commensurate to the type of application. The statement will need to include:</p> <ul style="list-style-type: none"> • The mix of private and affordable units with numbers of bedrooms, the floor space of habitable areas of residential units, and how many people can be housed within each property • If you are proposing different levels or types of affordability or tenure for different units, you should explain this clearly and fully • The proposed mix of tenure. <p>Required to show how a development meets Local Planning Authority threshold as specified in LPA's Development Plan.</p> <p>You should also show the location of the affordable units and the number of habitable rooms and/or bedrooms, and/or the floor space of the units on the floor plans.</p>	<p>National Planning Policy Framework</p> <p>Paragraph 64 of the National Planning Practice Guidance</p>
2	Street scene	New build residential development – except outline applications for access only	Street scenes (to scale) showing the relationship between the proposed	Section 12 of the National Planning Policy Framework

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			development and existing buildings in the vicinity of the application site.	National Planning Practice Guidance Policy CS2
3	Character analysis and appraisal	New build residential development	Provide a contextual statement that demonstrates a clear understanding and analysis of the local character of the area. The statement should demonstrate how your proposal will make a positive contribution to protecting and enhancing the character of the area. This can be included within the Design & Access Statement.	Policy CS2 Section 12 of the National Planning Policy Framework
4	Material details	New build residential development	Manufacturers specification accompanied by photographs and RAL colour system numbers.	Section 12 of the National Planning Policy Framework National Planning Practice Guidance
5	S106 Heads of Terms	Major development requiring S106 contributions	To set out what may be required to mitigate the impacts of a development proposal.	PPG Paragraph 57 of the NPPF

Part 10 – Non- residential development

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Material details	New build non-residential development	Manufacturers specification accompanied by photographs and RAL colour system numbers.	Section 12 of the National Planning Policy Framework National Planning Practice Guidance
2	Ventilation/extraction statement and design	For any retail, business, industrial or leisure or other developments where ventilation or extraction equipment is proposed.	You must submit full design specifications for the ventilation/extraction system to be installed. The submission must include odour mitigation measures proposed, noise levels associated with the system, and maintenance schedule.	Please contact Environmental Health at: environmental.health@charnwood.gov.uk for detailed advice.
3	Character analysis and appraisal	If new buildings are proposed.	Provide a contextual statement that demonstrates a clear understanding and analysis of the character of the area. The statement should demonstrate how your proposal will make a positive contribution to protecting and enhancing the character of the area.	Section 12 of the National Planning Policy Framework
4	S106 Heads of Terms	Development requiring S106 contributions	To set out what may be required to mitigate the impacts of a development proposal.	PPG Paragraph 57 of the NPPF

Part 11 – Development affecting Heritage Assets

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Heritage Statement	Applications affecting a listed building, conservation area, or locally listed building	<p>You must provide information about:</p> <ul style="list-style-type: none"> • The significance of the heritage asset affected • The contribution the setting of heritage asset makes to its significance • The principles of and justification for the proposed works; and • The impact of the proposal on the significance of the heritage asset. <p>The information should explain:</p> <ul style="list-style-type: none"> • The sources that you have considered • The expertise that you have consulted; and • The steps that have taken to avoid or minimise any adverse impacts on the significance of the building <p>The type and amount of detail required will vary according to the circumstances of each application.</p> <p>You can provide this information in the design and access statement, where</p>	<p>Paragraph 200 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p> <p>Built Heritage – built.heritage@charnwood.gov.uk</p> <p>Planning (Listed Buildings and Conservation Areas) Act 1990</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			one is required. If you are not required to submit a design and access statement, then you should provide this information in a separate written statement.	
2	Photographs	If the proposal involves the demolition of an existing building in a conservation area or a listed building [including internal works to a listed building].	Dated and numbered photographs cross referenced to the drawings showing the building its surrounding area and the areas where the works/alterations are proposed.	<p>Planning (Listed Buildings and Conservation Areas) Act 1990</p> <p>Paragraph of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
3	Materials details	All applications	Manufacturers specification accompanied by photographs and RAL colour system numbers.	<p>Planning (Listed Buildings and Conservation Areas) Act 1990</p> <p>Section 12 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
4	Statement of justification	Structural alterations to a listed building or demolition of a listed building	A method statement and justification.	Planning (Listed Buildings and Conservation Areas) Act 1990
5	Schedule of works	Structural alterations to a listed building or demolition of a listed building	Where you are proposing to remove any part of the building including ceilings, partitions, fixtures and fittings, indicate the location, extent and	Planning (Listed Buildings and Conservation Areas) Act 1990

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<p>character of the items to be removed on the existing elevations, plans and sections and cross referenced to a schedule of works. If major repair works are proposed provide a supplementary schedule of works and method statement which explains the principle for the proposal.</p>	<p>Built Heritage - Built.heritage@charnwood.gov.uk</p>
6	Plans, elevations and sections	Alterations and/or extensions to a listed building	<ul style="list-style-type: none"> Existing and proposed internal elevations affected by proposed work at a scale of at least 1:50 Existing and proposed sections in cases involving the removal or insertion of floors, ceilings, windows, and alterations to staircases Large scale details of new or replacements components, for example joinery and cornices, at an appropriate scale 	Section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990
7	Plans, elevations, and sections	(Partial) Demolition of a listed building	Show the location and extent of demolition work on existing plan and elevation drawings either by labelling or hatching.	Section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990

Part 12 – Other reports and assessments

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
1	Archaeological assessment	If your proposals involve a disturbance of previously undisturbed ground within an archaeological alert area	An archaeological desk-based assessment and a field evaluation report where necessary. The written statement should explain the principles and justification for proposed works & impact on archaeological features.	Policy CS14 Built Heritage - Built.heritage@charnwood.gov.uk
2	Air quality assessment	If your proposal could have a significant impact on air quality, either directly or indirectly	The assessment should indicate the change in air quality resulting from the proposed development and outlining appropriate mitigation measures if required.	Environmental Health. – env.health@charnwood.gov.uk
3	Contaminated land assessment	If your proposal is to re-develop or significantly change the use of a piece of land which could potentially be contaminated as a result of current or historic use.	You must submit a Phase 1 contaminated land assessment. If the Phase 1 assessment details the requirement for a Phase 2 assessment, then this should also be submitted and include a remediation strategy as required. Any remediation completed shall require verification and a report should also be submitted. A requirement under section 15 (Existing Use) of the Full Planning application form (or the equivalent section in other application form types)	Environmental Health. – env.health@charnwood.gov.uk Paragraph 180 & 189 of the National Planning Policy Framework National Planning Practice Guidance DMPO 2015 Part 3, Article 11 (2)(a) & DMPO 2015 Part 3, Article 7 (1)(b)

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
4	Environment impact assessment	Required for developments that: are listed under Schedule 1 and Schedule 2 of the Town and Country planning (Environmental Impact Assessment) Regulations 2017.	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which an EIA is required.</p> <p>You should request a screening opinion before submitting a planning application if the development area is over 0.5ha to determine if an EIA is required. If this is not undertaken, then the Local Planning Authority will screen the application when it is received.</p> <p>The Regulations provide a checklist of matters to be considered for inclusion in the environmental statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. For example, air quality assessment.</p> <p>Where an EIA is required, this should be in the form set out in Schedule 4 of the Regulations.</p>	<p>Town and Country planning (Environmental Impact Assessment) Regulations 2017</p> <p>Environmental Impact Regulations 1990</p> <p>Charnwood Environmental Health – env.health@charnwood.gov.uk</p>
5	Flood risk assessment (FRA)	You need to submit a flood risk assessment for most developments within one of the flood	Site-specific flood risk assessments should always be proportionate to the degree of flood risk and make optimum use of information already available, including information in a strategic flood risk	<p>Lead Local Flood Authority Environment Agency</p> <p>https://www.gov.uk/guidance/flood-risk-assessment-for-planning-</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		<p>zones. This includes developments:</p> <ul style="list-style-type: none"> • In flood zones 2 or 3 including minor development and change of use; • More than 1 hectare (ha) in flood zone 1. • Less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs). • In an area within flood zone 1 which has critical drainage problems 	<p>assessment for the area, and the interactive flood risk maps available at: https://flood-map-forplanning.service.gov.uk/ .</p> <p>A flood risk assessment should also be appropriate to the scale, nature, and location of the development. For example, where the development is an extension to an existing house (for which planning permission is required) which would not significantly increase the number of people present in an area at risk of flooding, the local planning authority would generally need a less detailed assessment to be able to reach an informed decision on the planning application. For a new development comprising a greater number of houses in a similar location, or one where the flood risk is greater, the local planning authority would need a more detailed assessment.</p>	<p>applications#when-you-need-an-assessment</p> <p>https://www.gov.uk/guidance/flood-risk-and-coastal-change#flood-risk-in-planning-applications</p> <p>*Minor development means:</p> <ul style="list-style-type: none"> • minor non-residential extensions: industrial/commercial/leisure etc extensions with a footprint less than 250 square metres. • alterations: development that does not increase the size of buildings eg alterations to external appearance. • householder development e.g. sheds, garages, games rooms etc. within the curtilage of the existing dwelling, in addition to physical extensions to the existing dwelling itself. This definition excludes any proposed development that would create a separate dwelling within the curtilage of the existing dwelling e.g.

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		as notified by the Environment Agency.		subdivision of houses into flats.
6	Sustainable urban drainage systems (SUDS)	All major development	<p>Details of the implementation, adaption, maintenance, and management of a sustainable drainage system. The details shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the effective operation of the sustainable drainage system throughout its lifetime.</p> <p>If your development does not include SUDS you should demonstrate that such measure are not feasible and give details of how drainage will be dealt with including during the construction phase.</p> <p>The lead local flood authority (LLFA) provides a checklist which identifies the required information needed to minimise the time it takes to receive a positive response from the LLFA</p>	<p>Paragraphs 165 - 175 of the National Planning Policy Framework</p> <p>National Planning Practice Guidance</p>
7	Light impact assessment	If your proposal is in the vicinity of an existing light source and that light source has the potential to impact on the use proposed.	<p>You must submit a light impact assessment which provides details of external lighting or floodlighting, including:</p> <ul style="list-style-type: none"> • Hours of operations • Light spillage • Light levels • Column heights 	<p>Paragraph 191 of the National Planning Policy Framework</p> <p>Required to enable assessment in line with Gov.uk Guidance on Light Pollution</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		<p>Or.</p> <p>Your proposal involves the installation of floodlighting or other external lighting and that lighting has the potential to impact on existing light sensitive uses</p>	<ul style="list-style-type: none"> • Layout plan with beam orientation • Equipment design • Mitigation measures if required to meet current light guidelines • Details of any timers or automatic switch-off/on. 	<p>https://www.gov.uk/guidance/light-pollution</p>
8	Noise impact assessment	Where developments are close to existing sources of noise, or the proposal will generate significant noise levels.	You must submit a noise impact assessment prepared by a qualified acoustician and that assessment shall include mitigation measures if required to meet current noise guidelines.	<p>Paragraph 191 of the National Planning Policy Framework You can find details of acoustic consultancies at:</p> <ul style="list-style-type: none"> • The Institute of Acoustics <ul style="list-style-type: none"> • www.ioa.org.uk • The Association of Noise Consultants <ul style="list-style-type: none"> • www.association-of-noise-consultants.co.uk <p>Environmental Health – env.health@charnwood.gov.uk</p> <p>Required to enable assessment in line with Gov.uk Guidance on Noise https://www.gov.uk/guidance/noise-2</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
9	Planning statement	Major applications	<p>The planning statement should explain the principles of and justification for the proposed works. The type and amount of detail required will vary according to the particular circumstances of each application.</p> <p>You should submit information explaining how the proposed development accords with policies in the local plan.</p> <p>Details of any pre application consultation you have carried out.</p>	National Planning Policy Framework Planning Practice Guidance
10	Statement of community involvement (SCI)	<p>Any development involving an installation for the harnessing of wind power for energy production where—</p> <p>a) the development involves the installation of more than two turbines</p> <p>b) the hub height of any turbine exceeds 15 metres</p>	<p>Guidance upon how the pre-application consultation should be undertaken and what the SCI should contain is provided at:</p> <p>https://www.gov.uk/guidance/renewableand-low-carbon-energy#compulsory-pre-applicationconsultation</p>	PPG
11	Structural survey	Any applications that involve:	A full structural engineers survey by a suitably qualified professional. This should	BS 5837: Trees in relation to construction

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		<ul style="list-style-type: none"> The change of use or conversion of rural buildings Any listed building or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure. Applications where felling of a protected tree is proposed due to impact on adjoining buildings or structures. 	<p>include each of the following where appropriate:</p> <ul style="list-style-type: none"> General description and age of building Condition – structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering Assessment of repairs necessary to ensure retention of the building Assessment of structural and other alterations necessary to implement the proposed works Photographs where possible A schedule of works necessary to preserve the building A schedule of works necessary to carry out the applicant’s proposals (including those necessary to meet building regulation approval) Estimate of costs of repairs to make the building suitable for its proposed use to allow a viability assessment to be carried out 	<p>TPO Regulations and Best Practice Guide</p> <p>Article 7 of the DMPO</p>
12	Transport statement or transport assessment and travel plan	Thresholds are identified in Part 2 of the Leicestershire Highways Design Guide	The scope and details of these documents should be agreed with the Highway Authority (Leicestershire County Council). Full details of what the reports should contain and consider are given in the Leicestershire Highways Design Guide.	Paragraph 117 of the NPPF Leicestershire Highway Design Guide, Part 2, paragraphs 2.5 to 2.9

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
13	Site waste management plan	All residential development and other applications that will have an impact on the generation of waste.	A plan indicating the location of bin store and details of the materials; design and type enclosure to be used. Tracking details for a waste vehicle and details of collection arrangements.	Section 12 of the National Planning Policy Framework
14	Retail impact assessment	Applications for retail and leisure development outside town centres, which are not in accordance with an up-to-date plan if over the relevant thresholds.	The requirements for an assessment are set out at paragraph 90 of the National Planning Policy Framework and the National Planning Policy Guidance.	Paragraph 94 of the NPPF National Planning Practice Guidance - Town centres and retail Policy CS 9 Neighbourhood Plans in Charnwood
15	Viability assessment	Developments that do not offer planning obligations in accordance with the council's Housing Supplementary Planning Document (SPD)	Further details on what the viability should include is given in the viability section of the planning practice guidance: https://www.gov.uk/guidance/viability	Housing Supplementary Planning Document Paragraph 58 of the National Planning Policy Framework Viability Section of the PPG
16	Visual impact assessment	An application where is a potential significant impact from the visual effects from the proposed development	The following guidance outlines the appropriate methodology for carrying out landscaping and visual assessments: <ul style="list-style-type: none"> Guidelines for landscape and visual Impact assessment (GLVIA3) published jointly by the Landscape Institute and the Institute of Environmental Management and Assessment in 2013 	Paragraph 180 of the National Planning Policy Framework National Planning Practice Guidance

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
17	Biodiversity Impact Calculation Spreadsheet	Where a proposed development would result in >25sqm of change to area habitats, or >5m of hedgerow habitats or watercourse habitats	<p>A Biodiversity Impact Calculation using the Statutory Biodiversity Metric and supported by a scale plan showing north and the extent of onsite habitat.</p> <p>The metric must include:</p> <ul style="list-style-type: none"> • Predevelopment value • Assessment completion date • Version of the metric used <p>If the date of assessment is earlier than the application date, this must be supported by an explanation of the reason for choosing that date.</p> <p>Where there is a net loss requiring a biodiversity offsetting payment the calculation must include the full cost of any offsetting.</p> <p>Surveys should be undertaken and prepared by competent persons, with suitable qualifications and experience, at an appropriate time of year, in suitable conditions and using a nationally recognised methodology.</p>	<p>Charnwood Biodiversity - Biodiversity@charnwood.gov.uk</p> <p>Biodiversity Planning Guidance – May 2022</p> <p>Policy CS13</p>
18	BNG Statement	All	A statement as to whether the applicant believes the application to be subject to statutory Biodiversity Net Gain,	Biodiversity net gain planning practice guidance

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<p>If any degradation has taken place prior to the assessment, and since January 2020</p> <p>A description of any irreplaceable habitats on site (e.g. Ancient Woodland/Veteran Trees)</p>	
18	Protected Species (Ecological) Assessment	<p>Where a proposed development is likely to affect:</p> <ul style="list-style-type: none"> Species protected under the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2010, the Protection of Badgers Act 1992 Habitats/species of principal importance listed under Section 41 of the Natural 	<p>The Survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available.</p> <p>The survey may be informed by the results of a search for ecological data from the local environmental records centre. The survey must be to an appropriate level of scope and detail and must:</p> <ul style="list-style-type: none"> Record which species are present and identify their numbers (may be approximate) Map their distribution and use of the area, site, structure, or feature (for example, for feeding, shelter and breeding). <p>The assessment must identify and describe potential development impacts likely to</p>	<p>Charnwood Biodiversity - Biodiversity@charnwood.gov.uk</p> <p>Biodiversity Planning Guidance – May 2022</p> <p>Policy CS13</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
		Environment and Rural Communities Act 2006 or in the Leicester, Leicestershire and Rutland Biodiversity Action plan	<p>harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:</p> <ul style="list-style-type: none"> • How alternatives designs or locations have been considered • How adverse effects will be avoided wherever possible • How unavoidable impacts will be mitigated or reduced • How impacts that cannot be avoided or mitigated will be compensated • How species numbers are likely to change, if at all, after development for example, whether there will be a net loss or gain • How features or habitats used by protected species can be enhanced, restored or added to 	
19	Tree survey	If there are trees at the site that could be affected by the proposed development.	<p>You will need to provide information about:</p> <ul style="list-style-type: none"> • Species, spread, roots and position of trees • Which tree you are proposing to fell, and which are to be retained • Which trees will be affected in any way by the proposed development 	<p>Policy CS2, CS16</p> <p>Section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990</p> <p>The Town and Country Planning (Tree Preservation)(England) Regulations 2012</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<ul style="list-style-type: none"> The measures that will be used to protect them during construction. <p>You will need to provide the information in the form of the documents and plans listed below in line with BS5837:2012:</p> <ul style="list-style-type: none"> A tree survey A tree constraints plan An arboricultural implications assessment An arboricultural method statement including a tree protection plan 	British Standard 5837
20	Landscaping scheme	Applications that include external space, outline, full, and reserved matters where necessary.	<p>This should include trees/hedges to be removed within the plans and should clearly differentiate between retained existing trees/hedges and those proposed. You must provide details of the planting of trees and/or shrubs, surface materials, boundary screen walls and fences. The scheme would describe the:</p> <ul style="list-style-type: none"> Materials Species Tree and plant sizes, numbers, and planting densities Levels, gradients and any earthworks required Proposed timing of the implementation of the scheme It should also include 	<p>Policy CS2</p> <p>Paragraph 135 of the NPPF</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			proposals for long term maintenance and landscape management	
21	Marketing information	Loss of B2, and B8 sites	<ul style="list-style-type: none"> • Contact information should be posted on the property/site in the form of an advertising board, in a prominent place where it is clearly visible from the street • The property/site should be registered with at least one property agent who normally deals in commercial property (a Commercial Property Agent rather than Residential Estate Agent). • Property details (particulars) should be produced outlining type of property/site, address, size, location, description, services, planning/current use, terms, leasehold rent or freehold sale price, viewing arrangements. These details should be available to enquirers on request and be submitted as supporting information with planning applications. • Planning applications should be submitted with a summary of marketing responses to include: <ul style="list-style-type: none"> ○ Number/type of enquiries received ○ Number of viewings ○ Number, type/proposed uses and value of offers ○ Reasons for refusal of an offer 	Charnwood Employment Land Review (2018)

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<ul style="list-style-type: none"> • Has the property/site been marketed for alternative employment use/redevelopment, in terms of use and size of units? E.g. B2 and B8 use properties should be marketed as also being available for B1 use taking into account permitted changes. Permitted changes are B2 to B1 or B8 (B8 limited to 235sq m), B8 to B1 (where no more than 235sq m). • A feasibility study and financial appraisal is needed to demonstrate that redevelopment of the premises/site for employment use is not viable • Details of the length of time and manner in which the property has been marketed 	
22	Fire Statement	<p>Required only on buildings that:</p> <ul style="list-style-type: none"> • contain two or more dwellings or educational accommodation <p>And.</p> <ul style="list-style-type: none"> • Are 18m or more in height, or 7 or more storeys 	<p>Fire safety considerations specific to the development, including but not limited to:</p> <ul style="list-style-type: none"> • the principles, concepts and approach relating to fire safety that have been applied to each building in the development • the site layout • emergency vehicle access and water supplies for firefighting purposes • what, if any, consultation has been undertaken on issues relating to the fire 	<p>DMPO 2015 Part 3, Article 11 (2)(ca) & DMPO 2015 Part 3, Article 9A</p> <p>Fire safety and high-rise residential buildings (from 1 August 2021)</p> <p>Health and Safety Executive</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
			<p>safety of the development; and what account has been taken of this</p> <ul style="list-style-type: none"> • how any policies relating to fire safety in relevant local development documents have been considered. 	<p>Independent Review of Building Regulations and Fire Safety led by Dame Judith Hackitt</p>
23	Agricultural land quality assessment	All major development proposals involving BMV agricultural land	<p>This should take into account the economic and other benefits of the best and most versatile agricultural land. Where significant development of agricultural land is demonstrated to be necessary. In order to use areas of poorer quality land in preference to those of a higher quality.</p>	<p>Paragraphs 180 & 181 of the NPPF</p>
24	Aviation Impact Assessment	For all Wind Turbine applications located within 30 km of East Midlands Airport	<ul style="list-style-type: none"> • Aviation Lighting • Obstacle Limitation Surface Assessment • Radar Line of Sight Analysis 	<p>The Town and Country Planning (safeguarded aerodromes, technical sites and military explosives storage areas) direction 2002</p> <p>Civil Aviation Authority</p>
25	Bird strike Assessments	Developments within 13km of East Midlands Airport that are likely to attract birds.	<ul style="list-style-type: none"> • Inventory of bird attracting sites within 13km of East Midlands Airport • Risk assessment to determine whether the movement patterns of birds/wildlife attracted to these sites means that they may cause a risk to air traffic 	<p>The Town and Country Planning (safeguarded aerodromes, technical sites and military explosives storage areas) direction 2002</p> <p>Civil Aviation Authority</p>

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
				The Wildlife and Countryside Act 1981 (as amended)
26	Building for healthy life assessment	Major residential developments	<ul style="list-style-type: none"> • assess health and wellbeing impacts on communities in and next to a development • show any possible changes in the spread of any health impacts • suggest actions to reduce negative health impacts, referencing any vulnerable groups • suggest actions to increase positive health impacts, referencing any vulnerable groups 	Policy CS2 Homes England: Building for a Healthy Life
27	Open Space assessment	All major residential developments where there would be a loss of open space, including playing fields. All development that includes the loss of all or any part of a playing field	An open space assessment will typically address: <ul style="list-style-type: none"> • Relevant local and national planning policy around open spaces and how the current development addresses them • Open spaces in the area and the site's relationship to them • Supply and demand for the type of development being proposed, and how it fits into these statistics • Any remediation efforts to compensate for loss of the space to the local community. 	Paragraphs 102-107 of the NPPF Sport England Open Spaces Strategy 2018-2036

No.	Requirement	Types of application and when required	What is required	Policy driver and where to get more advice
28	Glint/Glare assessment	Major development for solar (photovoltaic) panels	<p>To assess the possible effects of glint and glare from a solar photovoltaic (PV) development including:</p> <ul style="list-style-type: none"> • A sun position and reflection model • Identification of receptors • Magnitude of impact • Baseline conditions • Impact assessment • Mitigation 	<p>Policy CS2 Planning Guidance for the Development of Large-Scale Ground Mounted Solar PV Systems Civil Aviation Authority Local Highway Authority</p>
29	S106 Heads of Terms	Major development requiring S106 contributions	To set out what may be required to mitigate the impacts of a development proposal.	<p>PPG Paragraph 57 of the NPPF</p>

Appendix A

Sections of this guidance that may be applicable.

<u>Application Type</u>	National Requirements	Householders	All applications	Specific types	Residential	Non-residential	Heritage	Other reports
Householders	✓	✓						
Listed Building Consent	✓	✓					✓	
Development in a conservation area	✓	✓					✓	
Advertisement Consent	✓		✓	✓				✓
Lawful Development Certificate (Existing)	✓		✓	✓				✓
Lawful Development Certificate (Proposed)	✓	✓	✓	✓				✓
Full application (Minor residential)	✓			✓	✓			✓
Full Application (Minor commercial)	✓		✓	✓		✓		✓
Full Application (Minor other)	✓		✓	✓		✓		✓
Outline (Minor residential)	✓			✓				✓
Outline (Minor commercial)	✓			✓		✓		✓
Full Application (Major Residential)	✓				✓			✓

Full Application (Major commercial)	✓					✓		✓
Full Application (Major other)	✓					✓		✓
Outline (Major residential)	✓			✓				✓
Outline (Major commercial)	✓			✓				✓
Outline (Major other)	✓			✓				✓
Reserved Matters	✓							✓
Variation of Condition	✓		✓	✓	✓	✓	✓	✓