

**Validating Aid for Agents and Applicants:
Checks lists and handy tick list**

Validation is a process by which an application is received and checked to ensure the application has enough information in order for the Planning Officer to make a decision. Although applications require different things, dependant on what they are for, the principle for validating them is much the same.

Below is a guide to assist with what to check for before submitting your application.

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A - What to check on when completing the application form:

Application Form/Certificates:

1. Check you have completed the correct form for what you are applying for - for example - if it's a full application, check the application form is for 'Application for Planning Permission'
 2. Check all questions have been completed, if not applicable put N/A unless the question requires a yes or no answer,
 3. Check the declaration has been signed and dated
 4. Check the correct certificates are completed signed and dated.
 5. Check anything referred to on the form corresponds with any plans and further documents submitted, such as plan numbers quoted.
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B - What to check for when drawing the plans:

Location Plan:

1. Check there is a Red Line outlining the site and that it meets an adopted highway (not private drive). If the red line includes a private drive, notice will need to be served on any other owners of the site. You can check road Classification on the CCC site:
<https://my.cambridgeshire.gov.uk/myCambridgeshire.aspx?MapSource=CCC/AllMaps&tab=maps&Layers=AdoptedRoads,Section38Streets>
2. If the applicant owns/controls adjoining land, ensure that area is outlined in blue.
3. Check the proposal is not shown on the location plan
4. Ensure there are sufficient roads/and/or buildings to identify the location
5. Check this plan corresponds in size with the site plan.
6. Check the plan 'title' relates to the proposal
7. Check there is a North Point
8. Check it is to the scale stated and that metric measurements are used
9. Ensure the plan does not say 'do not scale'. If it does, then it must show all dimensions.

Block Plan:

1. Show any fences/floodlights/sheds/hard standings etc that require planning permission. Include the layout of the site and how each section of the site is to be used e.g. ménage, paddock
2. Show any trees on site
3. Show any proposed demolitions on the site plan (usually by a dashed line)
4. Check the plan 'title' relates to the proposal
5. Check that it is to the scale stated and that metric measurements are used
6. Ensure that the site boundaries are the same as the location plan.
7. Ensure the plan does not say 'not to scale' If it does, then it must show all dimensions on the drawings.

Floor Plans:

1. Check the proposal shown on the site plan corresponds in size with the floor plans
2. Check the floor plans correspond in size with the elevation plans
3. Check the annotations are correct (such as 'ground floor' 'first floor')
4. Check all windows/doors are shown and correspond with the elevation plans
5. Check the plan 'title' relates to the proposal
6. Check that it is to the scale stated and that metric measurements are used
7. Check existing and proposed plans are provided for all the floors affected by the proposal
8. Ensure the plan does not say 'not to scale' If it does, then it must show all dimensions on the drawings.

Elevation Plans:

1. Check the elevation plans correspond in size with the floor plans and site plan
2. Check the annotations are correct (such as 'north', 'west', or 'front', 'side')
3. Check the plan 'title' relates to the proposal
4. Check all windows/doors are shown and correspond with the floor plans
5. Check that it is to the scale stated and that metric measurements are used
6. Check existing and proposed plans are provided for all the elevations affected by the proposal

7. Ensure the plan does not say 'not to scale' If it does, then it must show all dimensions on the drawings.

Other plans:

1. Check the plans corresponds with others submitted
2. Check annotations are correct
3. Check the plan 'title' relates to the proposal.
4. Ensure the plan does not say 'not to scale' If it does, then it must show all dimensions on the drawings.

Specific plans required for your proposal are listed on the National and Local lists (see below)

C - Check the National & Local Lists in conjunction with the criteria for the application type

Locate the correct application type and the corresponding validation checklist - For example if it's a Householder application; refer to the Householder validation checklist. To view the checklists refer to the link on this webpage. Aside from the application form and plans, some items you will find on the list are:

Design and Access Statement:

Check the national list to see if a statement is required, if one is required:

1. Check if anything is referred to in the statement that we would require plans for such as lighting columns.
2. Check the D & A Statement 'title' relates to the proposal
3. Check any plans shown in the D & A statement corresponds with those submitted with the application.
4. Ensure 'use', 'amount', 'layout', 'scale', 'landscaping', 'appearance', 'access' and 'inclusive access' are covered by the statement.

Biodiversity:

In most cases a checklist is required as a minimum

1. Check you have completed all questions and signed and dated the form
2. If providing a report, check the 'title' on the report relates to the proposal
3. If providing a report, check any plans shown in the report correspond with those submitted with the application

Flood Risk Assessment:

Check the local list and Environment Agency matrix (<http://www.environment-agency.gov.uk/>) to establish if a Flood Risk Assessment is required. If one is required:

1. Check the 'title' on the document relates to the proposal
2. Check if any plans shown in the Flood Risk Assessment correspond with those submitted with the application.

Schedule of works:

Required for Listed Building applications when carrying out works. A schedule of works should show clearly what changes are proposed in each room affecting the layout, or any feature, including method of undertaking repairs. If one is required:

1. Check the 'title' on the document relates to the proposal

Any other reports and statements:

1. Check the 'title' on the document relates to the proposal.

PLEASE NOTE:

ANY REPORTS OR STATEMENTS SUBMITTED ARE TO BE NO MORE THAN 12 MONTHS OLD

D - Fee:

Check that you have included the relevant fee - If not included the application cannot be validated.

