

## Appendix C



### Shortened Validation Checklist

for

### Householders Applications

ADOPTED xxxx

## Introduction

This document is for use by applicants and agents when submitting planning and other related applications. The checklist considers both National Requirements - these are mandatory, and Local Requirements - these are determined by the Borough Council and the submission of this information will vary depending on the nature of the proposal.

**Please note that this is a shortened version of the full checklist and is for householder applications only. Please see the full checklist for all other types of application**

### The checklist will:

- help you to understand the type and extent of information that will be required;
- provide greater certainty;
- enable us to have all the information we need in order to determine the application, draft the planning permission and word any planning conditions required; and
- minimise the risk that we will have to go back to you for more information which can result in unnecessary delays.

## Submitting Applications

We recommend the submission of applications electronically via the Planning Portal – [www.planningportal.co.uk](http://www.planningportal.co.uk). Payment of application fees can also be made via the Planning Portal, by paying by cheque or over the phone by credit or debit card (01205 314305).

If you choose to submit a paper copy of your application, you will need to provide one copy of all **relevant** documents and forms, unless you have already been advised that more paper copies are required.

- You can help us to process your application more quickly by:
  - Submitting your application online and making payment electronically
  - Including all the necessary information
  - Avoiding the use of large file sizes (Maximum file size of 10MB)
  - Including a schedule of the documents submitted
  - Clearly annotating all document files accordingly
  - Agreeing the information requirements with us prior to submission, including the submission of additional copies of documents or CDs if required
  - Corresponding with us by email ([planning@boston.gov.uk](mailto:planning@boston.gov.uk))

## Format of Submissions

It is requested that any personal or sensitive information is removed / redacted from applications/reports etc. prior to their submission. Such information includes signatures, personal phone numbers, personal email addresses and photographs containing images of children and vulnerable adults and vehicle registration numbers.

Any information your consider should be withheld from the public register should be

brought to our attention.

Applications will not be invalidated if they have such information, however it might lead to a delay in its registration.

## **The Validation Process**

If you do not submit an application in accordance with the requirements of the checklist we are entitled to declare that there is something missing from the application and this will make it invalid. If this happens, we will set out our reasons for doing so and specify the information required in order to make the application valid. Wherever possible we will seek to do this via email and within 3 working days for a householder proposal. If you do not agree that a particular piece of information is required to accompany your application, please provide written justification with the application and this will be considered. The Town and Country Planning (Development Management Procedure) (England) Order 2015 (Article 12) sets out the procedure if there is disagreement regarding the information required to make an application valid. If we do not hear from you within 21 days, or the requested information is not received, your submitted application and any associated documents will be returned to you.

If an apparently valid application is later found to be invalid because of a factual or legal inaccuracy or the planning fee is returned as unpaid, the original start date for processing the application will be disregarded. The time from application to decision will start again on the revised validation date.

The time period from application to decision begins the day after a valid planning application and the correct fee (where a fee is payable) has been received. If the application is submitted electronically it will be treated as having been delivered at 9am on the next working day following the date of its transmission. The day a valid application is received counts as day zero. Applications will be marked with the date of receipt from their valid date. We will send a letter to you confirming the validity of the application and the start date of the statutory period for determination.

## **Pre-application discussions**

The Council encourages applicants to contact the Development Management team as early as possible and to engage in pre-application discussions. This can be beneficial in helping applicants to choose the correct type of application to make, to avoid unsuccessful applications, to improve the quality of their schemes and to ensure the correct plans and documents are submitted with their application. This can also save considerable time and avoid the need for repeat applications or appeals. The Council charges for this service but charges are proportionate to the scale of development. A pre-application form and details of charges can be found at <http://www.boston.gov.uk/index.aspx?articleid=3875>

When pre-application advice is sought and given, the applicant will be expected to show how regard has been made to that advice in the formal application.

## A NATIONAL STATUTORY REQUIREMENTS

These requirements are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 and are relevant for applications across England and Wales.

- **All drawings must:**
  - Be at a recognised metric scale
  - Show a north point
  - Include a linear scale bar
- All drawings MUST include a reference number (and highlight any revisions as applicable) as these are referred to in planning conditions.

### 1. The completed standard application form

#### Required for all applications

The preferred way of this being submitted is electronically through the Planning Portal but emailed or paper copies will be accepted. Applicants should ensure they select the householder form. An applicant's name and address should be completed as well as agent details where applicable. Contact details for the applicant (or agent where applicable) should include an email address. All relevant questions should be answered and if not relevant to the application, then the words 'not applicable' should be inserted for clarity.

### 2. The correct fee

Required for all applications other than works to a tree protected by a Tree Preservation Order and Listed Building Consent unless an exemption or concession applies

Where a fee is necessary it must be provided in accordance with the statutory fee scale. If you consider that no fee is necessary, you should specify the reasons for this view. If, however, no fee is required because the application is a resubmission of a previously refused or withdrawn proposal (and this exemption has not previously been sought by the applicant at any time in the past for the application site), the planning reference number of the previous application should be provided. An up-to-date schedule of fees can be viewed on the Planning Portal's website:

[https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

### 3. Ownership Certificates and Agricultural Land Declaration

Required for all outline, full and listed building consent applications

One of the following Certificates A, B, C or D must be completed stating the ownership of the property:

- Certificate A: When the applicant is the sole owner;
- Certificate B: When person(s) other than the applicant are known to own part or all of the application site;
- Certificates C and D: When not all or none of the owners of the site are known.
- For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

A Part 1 notice must be sent by the applicant to any owners of the application site other than the applicant if Certificate B has been completed. It may also be required if Certificate C has been completed. A copy must be served on each of the individuals identified in the relevant certificate.

#### **4. Location Plan**

**Required for all applications.**

This should:

- Be up to date and of Ordnance Survey quality;
- Be at a scale of 1:1250 or 1:2500;
- Show a north point;
- Show at least two named roads;
- Show surrounding buildings which are named or numbered;
- Clearly identify the application site with a red edge which should include all the land required to carry out the proposed development (such as land required for access to the site from a public highway);
- Show any other land in the control or ownership of the applicant which is close to or adjacent to the application site with a blue edge; and
- Show the exact location of the application site.

#### **5. Site Plan/Block Plan**

**Required for all applications.**

This should:

- Be at a scale of 1:500 or 1:200;
- Show the direction of North;
- Show the proposed development in relation to the site boundaries and other existing buildings and features on the site; and
- Include written/annotated dimensions between new buildings and site boundaries.

It should also include the following, unless these would not influence or be affected by the proposed development:

- 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 that could influence or be affected by the development;
- The extent and type of any hard surfacing; and
- Boundary treatment including walls or fencing where this is proposed.

## A. LOCAL REQUIREMENTS

The list below captures the majority of types of documents and additional information that will be necessary to be prepared and submitted with a householder planning application. Advice at the pre-application stage should be sought for clarification of these requirements.

### PLANS

#### 1. Existing and Proposed Floor Plans

**Required for all householder applications where new floorspace is proposed**

These should:

- Be drawn to a recognised metric scale, preferably 1:50 or 1:100;
- Include written/annotated external dimensions of new buildings/extensions;
- Explain the proposal in detail;
- Clearly show any existing walls or buildings to be demolished; and
- Show the development in context with any adjacent buildings (including property numbers where applicable).

#### 2. Existing and Proposed Elevations

**Required for all householder applications where:**

- **New elevations are proposed; or**
- **Existing elevations are altered**

These should:

- Be drawn to a recognised metric scale, preferably 1:50 or 1:100;
- Include written/annotated external dimensions of new buildings/extensions
- Explain the proposal in detail;
- Show details of the existing building and those for the proposed development;
- Show all sides of the property (including any blank elevations) and indicate where possible the building materials and the style, materials and finish of windows and doors;
- Correspond exactly with the plan drawings; and
- Clearly show the relationship with any adjoining buildings or buildings in close proximity and provide details of the positions of any window or door openings on each building.

#### 3. Existing and proposed site sections and finished floor and site levels

**Required for householder applications:**

- **Where a proposal involves a change in ground levels – drawings should be submitted to show both existing and finished site and floor levels, or**
- **On sloping sites – information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed land and buildings**

These should:

- Be drawn to a recognised metric scale, preferably at 1:50 or 1:100;
- Show a cross section through the proposed building(s); and
- Demonstrate how the proposed building(s) relates to existing site levels and to neighbouring development.

#### **4. Roof plans**

**Required for householder applications where new roof details are proposed**

These should:

- Be drawn to a recognised metric scale, preferably at 1:50 or 1:100; and
- Include details of roofing materials, vents etc.

### **STATEMENTS AND REPORTS**

#### **1. Biodiversity Survey and Report**

**Required for all developments which may impact on biodiversity and ecological networks or affect protected species**

Biodiversity and ecological networks includes:

- European Sites of International Importance: RAMSAR, **Special** Protection Area (SPA) and Special Area of Conservation (SAC): 1 of each are within the Borough
- UK Sites of National Importance: Site of Special Scientific Interest (SSSI): 1 is within the Borough
- National Nature Reserves (NNR) : there is 1 within the Borough and 5 within 15km of the South East Lincolnshire Local Plan area
- RSPB managed/owned sites: there are 2 within the Borough
- Local Wildlife Sites

Proposals which may affect any of the other designated biodiversity and ecological networks described above which might affect the flora, fauna, geology or habitat of these areas will require an up to date biodiversity survey/ecological assessment, carried out by a suitably qualified ecologist. An survey and report (Phase 1 Habit Survey) will also be required for proposals that may affect the habitat of protected species or priority species. This is likely to affect applications for the following:-

- Barn conversions
- Demolition of buildings
- Alterations to buildings that affect roof spaces

A biodiversity survey and report (Phase 1 Habit Survey) should include the following information:

- details about the existing biodiversity interests and protected species found on the development site (including any possible impacts that the new development may have on them)
- Details of any proposed measures to prevent mitigate or compensate for the possible impacts of the proposed development.

Where necessary, an appropriate ecological survey (e.g. walkover, Phase 1 Habitat Survey, National Vegetation Classification or protected species) should include details of any statutory or non-statutory sites, other existing biodiversity interests and protected species or potential for them found on the development site. These will include any significant wildlife habitats or features and any species or potential for them protected under the Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations 2010 (as amended by 2017 Regulations) or the Protection of Badgers Act 1992.

Details of any proposed measures necessary to prevent, mitigate or compensate for the possible impacts of the proposed development on both habitats and species will also be required. These may need to include details for long term maintenance and management.

This applies to those types of development requiring an EIA and an Environmental Statement as well as to those where any locally valuable habitats or protected species is involved. Without appropriate surveys, when required, the application may be refused planning permission for insufficient information.

*Further information/policy background:*

Policy 28: The Natural Environment of the South East Lincolnshire Local Plan 2011-2036

National Planning Policy Framework 2018, Section 15

Further advice may be found in: Planning Practice Guidance –

<https://www.gov.uk/guidance/natural-environment>

Further guidance and the Protected Species Trigger List may be found in Association of Local Government Ecologists (ALGE) document on Validation of Planning Applications

– Template for Biodiversity and Geological Conservation,

<http://www.alge.org.uk/publications/index.php>; and

Publicly Available Specification (PAS) 2010:2006. Planning to halt the loss of biodiversity. Biodiversity Conservation standards for planning in the UK. Code of Practice. British Standards Institute.

## 2. Flood Risk Assessment

**Required for all developments within Flood Zones 2 and 3, for developments with an application site of 1 hectare or more in Flood Zone 1 and for other developments that may be affected by specific localised flooding issues or contribute to flooding problems within or outside the application site**

A Flood Risk Assessment (FRA) should:

- Assess the risks from all forms of flooding to and from the development
- Demonstrate how those flood risks will be managed or mitigated
- Identify opportunities to reduce the probability and consequences of flooding
- Address the requirement for safe access to and from the development in areas at risk of flooding
- **Take account of local and national planning policy and guidance and the best available information on local flood risk**

**Please note** the Government Guidance web address provided below identifies “... “...but you may be able to do it yourself if it’s for a simple, low risk development, for example a house extension.”

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*Further information/policy background:*

Policy 4: Approach to Flood Risk of the South East Lincolnshire Local Plan 2011-2036

The National Planning Policy Framework 2018, Section 14

National Planning Practice Guidance - <https://www.gov.uk/guidance/flood-risk-and-coastal-change>

South East Lincolnshire Strategic Flood Risk Assessment (March 2017) -

<http://www.southeastlincslocalplan.org/water/>

Government Guidance - (<https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>)

Environment Agency - <https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals>

The Environment Agency can provide local flood risk data to assist with the preparation of FRAs and offers a pre-application FRA advice and review service.

### 3. Historic Environment Assessments and Evaluations

**Required for applications to:**

- **Alter, demolish, extend a listed building or a building within a conservation area**
- **Development that may affect the setting of a listed building or conservation area**
- **Works that may affect a Scheduled Ancient Monument or its setting**
- **Works to a historic park or garden**
- **Works affecting a known or suspected archaeological site**

This is required for heritage assets which includes Conservation Areas, Listed Buildings, Archaeological sites, Scheduled Monuments, Registered Parks/Gardens of Special Historic Interest and Non-designated heritage assets that are of local historic, architectural or cultural value including locally listed buildings identified by the Local Planning Authority (LPA). Non-designated heritage assets can be identified by the LPA during its consideration of an application. In these circumstances, the applicant would be requested to submit a Heritage Statement during the course of the application.

The degree of detail provided in the Assessment should be proportionate to the importance of the heritage asset(s) that may be affected and the works proposed. For example, works to listed buildings or demolition of a building/structure in a conservation area will require greater detail than for example, the replacement of a boundary wall in a conservation area. Paragraph 187 of the NPPF states that as a minimum, the relevant historic environment record, held by Lincolnshire County Council, should have been consulted and the heritage assets assessed using appropriate expertise where necessary.

A **Historical Environment Assessment and Evaluation** should include:-

- An assessment of significance of the heritage asset including any contribution made to its setting. The assessment should identify and describe all the heritage assets that may be affected by the proposed development and assess their heritage significance, and in particular, assess the significance of those parts of the building/site affected by the proposed works. The description of the asset(s) should normally go beyond simply quoting published material such as a list description or Historic Environment Record (HER) entry, because it should enable the reader to understand the potential impact of the proposals on the significance. Well captioned photographs and other illustrations are very useful as a substitute for text and can help to keep a statement concise and to the point.

- A clear description of the proposed development. In particular, details of those aspects of the work that are likely to affect the significance of the heritage asset(s) or their setting. Where appropriate, this could include a schedule, method statement and/or specification of works.
- An **evaluation** of the impacts of the proposals on the significance of the heritage asset and/or its setting
- Justification for the proposed works and any mitigation measures. Explain why the proposed works are desirable or necessary and what steps have been taken to avoid, minimise or mitigate any harm to the significance of the heritage asset. If the works include any elements which result in harm to heritage, the assessment provides an opportunity to explain what issues you consider weigh in favour of the proposal(s).
- **Good quality colour photographs comprising:**
  - a general image showing the building in context (incl. neighbours, streetscene or landscape)
  - Single image of each elevation where practical
  - Detailed images of items/areas to be altered/removed/demolished. (This is especially relevant to window replacement applications).
- Details should be provided of any changes to the internal layout. e.g. new doors or staircases. Drawings of new doors or windows will need to be provided at a scale of not less than 1:20

A **Historical Environment Assessment and Evaluation** can form part of a Design and Access Statement.

*Further information/policy background:*

Policy 29: The Historic Environment of the South East Lincolnshire Local Plan 2011-2036

Various Conservation Area Appraisals

Lincolnshire Historic Environment Record -

<https://www.lincolnshire.gov.uk/residents/environment-and-planning/conservation/historic-environment-record/36930.article>

#### **4. Landscaping Scheme**

**Required for the following (apart from outline applications where landscaping has been accepted as a reserved matter):**

- **New dwellings**
- **Institutional, training, educational or residential accommodation**
- **Industrial, commercial, office, retail or leisure development**
- **New car parks**
- **Large extensions to existing premises**
- **Works by statutory undertakers**

**where existing and proposed landscaping would contribute to the acceptability of the proposed scheme**

A landscaping scheme should identify the main areas of hard and soft landscaping proposals on a site layout, indicating existing and proposed planting. For major applications or where landscaping is likely to be of material importance to the proposal, a more detailed landscaping scheme should be provided which should include the following:

- A detailed plan of the hard and soft landscaping proposals
- Plant species, planting heights, planting densities, seeding mixes
- Details of how existing planting will be protected during construction should also be provided
- Methods of cultivation and plant establishment, including staking and mulching
- Details of levels, paving treatment and materials
- Details of long-term maintenance and landscape management

*Further information/policy background:*

**Policy 3: Design of New Development** of the South East Lincolnshire Local Plan 2011-2036

## 5. Parking and Access Arrangements

**Required for all applications:-**

- **which will generate traffic or increase demand for parking**
- **will require servicing**
- **will result in the loss of existing parking or servicing provision**

Parking for the appropriate type, size and number of cars and other vehicles, and servicing to cater for deliveries, refuse vehicles etc., and turning areas, should be provided on a detailed site layout, including swept paths where necessary. This shall demonstrate that the site is capable of being serviced by the largest vehicles that will visit the site and/or allows vehicles to enter/leave in forward gear. Where parking provision would not comply with the Council's car parking standards, any mitigation measures and impacts to on-street parking should be assessed. Details of secure motorcycle and cycle parking should be included within the submitted plans. Electric charging points are being sought for both residential and non-residential development in order to ensure that developments take account of changes in vehicle technology and also to meet other plan objectives in reducing carbon emissions. The number, location and details of electric charging facilities should be explained in a statement and indicated on a proposed car parking layout.

*Further information/policy background:*

**Policy 2: Development Management of the South East Lincolnshire Local Plan 2011-2036**

**Policy 36: Vehicle and Cycle Parking of the South East Lincolnshire Local Plan 2011-2036**

## 6. Planning Statement

**Required if you consider your application requires justification to support the proposal**

This should provide an explanation and justification for the proposals in the context of relevant national and local plan policies. A suitable statement may include:

- An assessment of the site and its context
- A description of the proposed development
- An assessment of the relevant planning policy and an appraisal of how the proposal accords with that policy context
- Any public benefits that might arise from the development.

## **7. Statement of Community Involvement**

**Required for all applications where pre-application consultation has taken place with the local community**

The National Planning Policy Framework advises local planning authorities to encourage developers to engage with the local community before submitting their planning application

The Council will encourage developers to undertake early community consultation particularly for planning proposals that may give rise to local controversy, those that are on sensitive sites or those that are significant in scale. Where pre-application community consultation takes place (which may include local public exhibitions, notices in the press and around the site, notification to local councillors and Parish Councils), a statement should be submitted to describe how, when and where consultation has taken place; a summary of the level and content of responses; and, any changes that have been made to the proposed scheme to take account of those responses.

*Further information/policy background:*

Boston Borough Council's Statement of Community Involvement (SCI) 2012  
National Planning Policy Framework 2018, Section 4

## **8. Tree Survey/Arboricultural Implications Assessment**

**Required for all developments affecting trees within or adjacent to the application site**

Where there are trees and/or hedges within or adjacent to the site (including street trees) which may be directly or indirectly affected by the development or its construction (such as by service runs, hardstandings, walls or trenches for services), then a tree survey should be prepared by a suitably qualified arboriculturist. All trees and hedges should also be appropriately annotated on a topographical survey plan and a site plan. The Tree Survey and Arboricultural Implications Assessment should have regard to the requirements of BS (British Standard) 5837 (last issued, 2012). The Assessment should categorise the trees/hedges in respect of their species, age, health and condition, visual amenity and impact/recommendations. The Assessment should include a tree removals plan, tree retention plan and a tree (root zone) protection plan (which may all be shown on 1 plan). Any replanting that is proposed to compensate losses can also be shown. The plan should also include details of the type and design of protective fencing to be used and a schedule of the measures to be taken to protect trees and their root zones throughout the construction of the development. Where trees are subject to Tree Preservation Order(s),

the Survey and Assessment should make reference to this.

*Further information/policy background:*

**Policy 3: Design of New Development** of the South East Lincolnshire Local Plan 2011-2036

BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations

### ***Purpose of guidance***

*This document sets out Boston Borough Council's local requirements for householder planning applications. This proposed local guidance document has been the subject of a 6 week period of consultation and the guidance has been adopted for use in validating all applications received after xxx.*

*The guidance will help applicants to understand the type and extent of the information that will be required from them. It will also ensure that the Local Planning Authority has all the information it needs to determine an application from the outset. The guidance will benefit both the applicant, by ensuring a speedy decision, and the Local Authority by helping to achieve performance targets.*