

**Stockport Metropolitan Borough
Council**

**APPLICATION VALIDATION CHECKLIST
(AVC)**

Adopted 22nd April 2019

INTRODUCTION

The purpose of Application Validation Checklists (AVC) is to provide users of the Development Management Service with clear guidance on the form and content of information required for the submission and validation of different types of planning application. The Validation Checklist is supported by an additional document 'Explanatory Notes for the National and Local Information Requirements for the Validation of Planning Applications'. This provides information on when the information will be required, sources of guidance, relevant Development Plan Policy and adopted Council Supplementary Planning Documents/ Guidance.

This Validation Checklist intends to set out the information required as clearly as possible. It includes the statutory information required under the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) – the National List of Requirements; and also the additional information which this Local Planning Authority requires to validate an application - the Local List of Requirements. It was adopted on 22nd April 2019 following a 6 week public consultation period.

By providing AVCs for the scope and extent of the information required, it is hoped applicants will have greater certainty of their responsibilities and the public will be informed of the nature of development proposals leading to a more open, accessible and efficient service. It will also ensure the information requested for the validation of an application is consistent, and supported by existing legislation, Government guidance and the relevant provisions of the Council's adopted Development Plan.

Inevitably, given the complexity and breadth of the planning system, the information required to validate different types of planning application can be extensive. The Local Planning Authority will adopt a pragmatic and proportionate approach to requests for information, and will only seek this where it is material to the determination of a planning application. Please note that whilst it will treat each application on its merits, any application submitted without the documentation identified in this AVC as being required for the relevant application type **is unlikely to be validated**. Furthermore, even where an application is validated it can be made subsequently invalid by the Local Planning Authority if/ when it comes to light that supporting information required by the AVC and material to the determination of the

application has not been provided. Take a realistic approach to the information that the Local Planning Authority will need to assess your proposal. The failure to provide information material to the determination of your application will lead to delay. The statutory 8 or 13 week period for the determination of a planning application will only commence when all the relevant documentation required by the Local Planning Authority has been received.

HOW TO USE THE VALIDATION CHECKLIST

- Use the Checklist to check the types of documents which may be required for the type of application you intend to submit.
- Check the detailed guidance notes for each type of plan/ document required by the National and Local List of Requirements by referring to the Council's document 'Explanatory Notes for the Validation of Planning Applications'
- Tick the Checklist for the relevant application type to show which documents are being submitted with the application. With the exception of electronic submissions, two copies of the completed application form and each of the documents must be supplied for the application to be validated. Wherever possible, try to format your plans and elevations on A3 sheet size. This reduces print time and costs for the Council where printed copies are required for consultation. When a major application or an application that has more than 10 attachments is being submitted electronically, or when an Environmental Impact Statement forms part of an electronic submission, it is helpful for the Local Planning Authority to receive a copy of the application/ information on a CD-rom.
- If in doubt, contact the Planning Service for advice:
<http://www.stockport.gov.uk/planningapplicationprocess>

Pre application Advice

For all but the most straightforward developments, it is strongly recommended that contact is made with the Development Management Service before submitting an application. In the first instance this should be through the submission of a pre-application enquiry. Please note that pre-application advice will be charged for. Forms for pre-application enquiries can be found at:

<http://www.stockport.gov.uk/preapplicationdiscussion>

Pre-application discussion will enable the information requirements of individual development applications to be assessed, identified and agreed. This would enable an individual Validation Checklist to be completed and submitted with the formal application.

In order to fully assess the proposal, as much information as possible should be provided with the request for advice. Where appropriate the Case Officer will consult with internal and external bodies for specialist advice on any issues raised before responding. The reply will refer to material planning considerations including relevant policies of the Development Plan, and where requested it will outline the information requirements of the potential application.

For particularly complex proposals, it may be appropriate to set up a “Development Team” of relevant officers to co-ordinate a Council response. A meeting with the potential developer may be necessary in some cases to clarify aspects of the proposed development.

Prospective developers and their agents are also able to contact relevant external bodies for advice prior to the submission of a planning application (e.g. United Utilities, Environment Agency, English Heritage etc). The results of any consultation should be shared with all parties.

LOCAL AND NATIONAL VALIDATION REQUIREMENTS

This section sets out the local and national requirements for the validation of applications that may be submitted to this Local Planning Authority.

The full list of applications is as follows:

1. Full Planning Application
2. Reserved Matters Application
3. Outline Planning Application
4. Householder Planning Application
5. Listed Buildings Consent Application
6. Advertisement Consent Application
7. Lawful Development Certificate Application
8. Application for Prior Notification – All types of development unless specifically identified below.
9. Application for Prior Notification of Proposed Development in respect of Permitted Development by Electronic Communication Code Operators
10. Application for a Non-Material Amendment following a Grant of Planning Permission
11. Application for Removal or Variation of Condition following a Grant of Planning Permission
12. Application for Approval of Details Reserved by Condition

1. Full Planning

Application NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500) identifying the land to which the application relates using an up to date map
- Site Plan/ Block plan (scale of 1:100, 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100)
- Roof plans (scale of 1:50 or 1:100)
- Copy of other plans and drawings necessary to describe the application
- Completed Ownership Certificate/ Agricultural Holdings Certificate
- Design and Access Statement (for Major Development, and planning applications for the provision of one or more dwellings or a building or buildings where the floor space created by the development is 100 square metres or more in a Conservation Area)

- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above, the following information may be required depending on the scale and nature of the development and where the site is located.

- Affordable Housing Statement
- Agricultural Statement
- Air Quality Assessment
- Airport Safeguarding Information
- Biodiversity Survey/ Assessment
- Coal Mining Risk Assessment
- Conservation Area Appraisal/ Listed Building Appraisal/ Heritage Statement
- Contaminated Land Survey
- Crime Impact Statement
- Electronic Information (for Major Development in the Town Centre/ M60 Gateway to allow integration into Council's Three Dimensional Town Centre Model)
- Employment and Skills Plan
- Energy Statement
- Environmental Statement

- Flood Risk Assessment
- Foul Drainage Assessment and Surface Water Drainage Assessment
- Green Belt Justification
- Green Belt Volume Calculation
- Hazardous Installations Risk Assessment
- Heritage Assessment
- Land Stability Report and Coal Mining Risk Assessment
- Landscaping Scheme
- Landscape Character Statement and Landscape Impact Assessment
- Lighting Impact Assessment/ Scheme
- Microclimate and Wind Assessment for Tall Buildings
- Noise Impact Assessment
- Open Space Assessment
- Other Plans and Drawings (not covered by the National Requirements)
- Photographs/ Photomontages
- Planning Obligations (Heads of Terms)
- Planning Statement
- Referencing and Scaling of Plans and Drawings
- Retail and Leisure Impact Assessment/ Sequential Assessment
- Road Safety Audit and Designer's Response/ Exception Report

- Statement of Community Involvement and pre-application discussion
- Structural Survey
- Sunlight/ Daylight Assessment
- Sustainability Checklist
- Telecommunications Information (ICNIRP report, mast sharing information etc)
- Transport Assessment/ Transport Statement
- Travel Plan
- Tree Survey/ Arboricultural Implications Study
- Ventilation/ Extraction details
- Viability Appraisal/ Marketing Exercise/ Business Plan, including an undertaking to pay the costs incurred by the Council in obtaining an independent assessment of any submitted viability appraisal

For guidance on whether the above documentation is required for a specific development please refer to the Council's document 'Explanatory Notes for the Validation of Planning Applications'.

2. Reserved Matters

Application NATIONAL

REQUIREMENTS

Your application must include the following:

- Completed standard application form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made
- Such particulars as are necessary to deal with the matters reserved in the outline planning permission
- Site Plan/ Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100)
- Roof Plans (scale 1:50 or 1:100)
- Design and Access Statement (for Major Development, and planning applications for the provision of one or more dwellings or a building or buildings where the floor space created by the development is 100 square metres or more in a Conservation Area)
- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above, the following information may be required depending on the scale and nature of the development and where the site is located.

- Affordable Housing Statement
- Agricultural Statement
- Air Quality Assessment
- Airport Safeguarding Information
- Biodiversity Survey/ Assessment
- Coal Mining Risk Assessment
- Conservation Area Appraisal/ Listed Building Appraisal/ Heritage Statement
- Contaminated Land Survey
- Crime Impact Statement
- Electronic Information (for Major Development in the Town Centre/ M60 Gateway to allow integration into Council's Three Dimensional Town Centre Model)
- Employment and Skills Plan
- Energy Statement
- Environmental Statement
- Flood Risk Assessment
- Foul Drainage Assessment and Surface Water Drainage

Assessment

- Green Belt Justification
- Green Belt Volume Calculation
- Hazardous Installations Risk Assessment
- Land Stability Report and Coal Mining Risk Assessment
- Landscaping Scheme
- Landscape Character Statement and Landscape Impact Assessment
- Lighting Impact Assessment/Scheme
- Microclimate and Wind Assessment for Tall Buildings
- Noise Impact Assessment
- Open Space Assessment
- Other Plans and Drawings (not covered by the National Requirements)
- Photographs/ Photomontages
- Planning Obligations (Heads of Terms)
- Planning Statement
- Referencing and Scaling of Plans and Drawings
- Retail and Leisure Impact Assessment/ Sequential Assessment
- Road Safety Audit and Designer's Response/ Exception Report
- Statement of Community Involvement and pre-application

discussion

- Structural Survey
- Sunlight/ Daylight Assessment
- Sustainability Checklist
- Telecommunications Information (ICNIRP report, mast sharing information etc)
- Transport Assessment/ Transport Statement
- Travel Plan
- Tree Survey/ Arboricultural Implications Study
- Ventilation/ Extraction details
- Viability Appraisal/ Marketing Exercise/ Business Plan, including an undertaking to pay the costs incurred by the Council in obtaining an independent assessment of any submitted viability appraisal

For guidance on whether the above documentation is required for a specific development please refer to the Council's document 'Explanatory Notes for the Validation of Planning Applications'.

3. Outline Planning

Application NATIONAL

REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500) identifying the land to which the application relates using an up to date map
- Site Plan/ Block plan (scale of 1:100 or 1:200)
- Copy of other plans and drawings necessary to describe the application
- Completed Ownership Certificate/ Agricultural Holdings Certificate
- Design and Access Statement (for Major Development, and planning applications for the provision of one or more dwellings or a building or buildings where the floor space created by the development is 100 square metres or more in a Conservation Area)
- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above, the following information may be required depending on the scale and nature of the development and where the site is located.

- Affordable Housing Statement

- Agricultural Statement
- Air Quality Assessment
- Airport Safeguarding Information
- Biodiversity Survey/ Assessment
- Coal Mining Risk Assessment
- Conservation Area Appraisal/ Listed Building Appraisal/ Heritage Statement
- Contaminated Land Survey
- Crime Impact Statement
- Electronic Information (for Major Development in the Town Centre/ M60 Gateway to allow integration into Council's Three Dimensional Town Centre Model)
- Employment and Skills Plan
- Energy Statement
- Environmental Statement
- Flood Risk Assessment
- Foul Drainage Assessment and Surface Water Drainage Assessment
- Green Belt Justification
- Green Belt Volume Calculation
- Hazardous Installations Risk Assessment
- Land Stability Report and Coal Mining Risk Assessment

- Landscaping Scheme
- Landscape Character Statement and Landscape Impact Assessment
- Lighting Impact Assessment/Scheme
- Microclimate and Wind Assessment for Tall Buildings
- Noise Impact Assessment
- Open Space Assessment
- Other Plans and Drawings (not covered by the National Requirements)
- Photographs/ Photomontages
- Planning Obligations (Heads of Terms)
- Planning Statement
- Referencing and Scaling of Plans and Drawings
- Retail and Leisure Impact Assessment/ Sequential Assessment
- Road Safety Audit and Designer's Response/ Exception Report
- Statement of Community Involvement and pre-application discussion
- Structural Survey
- Sunlight/ Daylight Assessment
- Sustainability Checklist
- Telecommunications Information (ICNIRP report, mast sharing Information etc)

Transport Assessment/ Transport Statement

Travel Plan

Tree Survey/ Arboricultural Implications Study

Ventilation/ Extraction details

Viability Appraisal/ Marketing Exercise/ Business Plan, an undertaking to pay the costs incurred by the Council in obtaining an independent assessment of any submitted viability appraisal.

For guidance on whether the above documentation is required for a specific development please refer to the Council's document 'Explanatory Notes for the Validation of Planning Applications'.

4. Householder Planning Application

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500) identifying the land to which the application relates using an up to date map
- Site Plan/ Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels
- Completed Ownership Certificate/ Agricultural Holdings Certificate
- Design and Access Statement (for planning applications for the provision of a building or buildings where the floor space created by the development is 100 square metres or more in a Conservation Area)
- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above, the following information may be required depending on the scale and nature of the development and where the site is located.

- Airport Safeguarding Information
- Biodiversity Survey/ Assessment
- Coal Mining Risk Assessment
- Conservation Area Appraisal/ Listed Building Appraisal/ Heritage Statement
- Contaminated Land Survey
- Energy Efficiency Checklist
- Flood Risk Assessment
- Green Belt Justification
- Green Belt Volume Calculation
- Noise Impact Assessment
- Other Plans and Drawings (not covered by the National Requirements)
- Photographs
- Planning Statement
- Referencing and Scaling of Plans and Drawings
- Statement of Community Involvement and pre-application discussion
- Sunlight/ Daylight Assessment
- Tree Survey/ Arboricultural Implications Study

For guidance on whether the above documentation is required for a specific development please refer to the Council's document 'Explanatory Notes for the Validation of Planning Applications'.

5. Listed Buildings Consent Application

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500) identifying the land to which the application relates using an up to date map
- Site Plan/ Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels
- Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details.
- Completed Ownership Certificate/ Agricultural Holdings Certificate
- Design and Access Statement
- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above, the following information may be required depending on the scale and nature of the development and where the site is located.

- Airport Safeguarding Information
- Conservation Area Appraisal/ Heritage Statement
- Ecological Assessment/ Protected Species Survey
- Energy Statement
- Flood Risk Assessment
- Lighting Assessment/ Scheme
- Other Plans and Drawings (not covered by the National Requirements)
- Photographs
- Planning Statement
- Referencing and Scaling of Plans and Drawings
- Statement of Community Involvement and pre-application discussion
- Structural Survey
- Tree Survey/ Arboricultural Implications Study

For guidance on whether the above documentation is required for a specific development please refer to the Council's document 'Explanatory Notes for the Validation of Planning Applications'.

6. Advertisement Consent

Application NATIONAL

REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500) identifying the land to which the application relates using an up to date map. This must identify the position of the advertisement(s)
- Site Plan/ Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels
- Roof plans (scale of 1:50 or 1:100)
- Advertisement drawing (scale 1:50 or 1:100)
- Completed Ownership Certificate/Agricultural Holdings Certificate
- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above, the following information may be required depending on the scale and nature of the development and where the

site is located.

Lighting Assessment/Scheme

Photographs/ Photomontages

Planning Statement

Referencing and Scaling of Plans and Drawings

For guidance on whether the above documentation is required for a specific development please refer to the Council's document 'Explanatory Notes for the Validation of Planning Applications'.

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7. Lawful Development Certificate

Application NATIONAL

REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500) identifying the land to which the application relates using an up to date map
- Such evidence verifying the information included in the application
- A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such person has been notified of the application.
- Any other information which is considered relevant to the application
- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above, the following information may be required depending on the nature of the application.

- Existing/ Proposed elevations (scale of 1:50 or 1:100)
- Existing/ Proposed floor plans (scale of 1:50 or 1:100)
- Existing site survey plan (scale of 1:50 or 1:100)

Other supporting information (e.g sworn affidavit(s))

Photographs

Planning Statement

Referencing and Scaling of Plans, Drawings and Other Supporting Information

For guidance on whether the above documentation is required for a specific development please refer to the Council's document 'Explanatory Notes for the Validation of Planning Applications'.

8. Application for Prior notification

All applications for Prior Notification should follow the prescribed National list and include information as identified In the Town and Country Planning (General Permitted Development) (England) 2015 (as amended).

LOCAL REQUIREMENTS

In addition to the information listed above, the following information may be required depending on type of application.

- Biodiversity Survey/ Assessment
- Contaminated and Survey
- Flood Risk Assessment
- Landscaping Scheme
- Noise Impact Assessment
- Photographs
- Planning Statement
- Referencing and Scaling of Plans and Drawings
- Structural Survey
- Transport Statement
- Tree Survey/ Arboricultural Implications Study

For guidance on whether the above documentation is required for a specific development please refer to the Council's document 'Explanatory Notes for the Validation of Planning Applications'.

9. Application for Prior Notification of Proposed Development in respect of Permitted Development by Electronic Communication Code Operators

NATIONAL REQUIREMENTS

Your application must include the following:

- A completed form or written description of the proposed development and the materials to be used
- A plan indicating the proposed location of the development
- The appropriate fee
- Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 16 of Schedule 2 to the General Permitted Development Order 2015 (as Amended)
- Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defense or the Aerodrome operator in accordance with A.3(2) of Part 16 of Schedule 2 to the General Permitted Development Order 2015 (as Amended)

LOCAL REQUIREMENTS

In addition to the information listed above, the following information may be required depending on the type of development proposed.

- Airport Safeguarding Information
- Existing/ Proposed elevations (scale of 1:50 or 1:100)

- Existing/ Proposed floor plans (scale of 1:50 or 1:100)
- Existing/ Proposed site layout plan (scale of 1:50 or 1:100)
- Photographs/ Photomontages
- Planning Statement
- Referencing and Scaling of Plans and Drawings
- Statement of Community Involvement and pre-application discussion
- Telecommunications Information (ICNIRP report, evidence of assessment of alternative sites and/ or mast sharing etc)

For guidance on whether the above documentation is required for a specific development please refer to the Council's document 'Explanatory Notes for the Validation of Planning Applications'.

10. Application for a Non-Material Amendment following a Grant of Planning Permission

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form

- Plans and drawings or information necessary to describe the subject of the application

- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above the following information may be required depending on the type of development proposed.

- Referencing and Scaling of Plans and Drawings

For guidance on whether the above documentation is required for a specific development please refer to the Council's document 'Explanatory Notes for the Validation of Planning Applications'.

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11. Application for Removal or Variation of Condition following a Grant of Planning Permission

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Completed Ownership Certificate/ Agricultural Holdings Certificate
- The appropriate fee

LOCAL REQUIREMENTS

In addition to the information listed above, the following information may be required depending on the nature of the condition to be removed or varied.

- Location Plan (scale of 1:1250 or 1:2500) identifying the land to which the application relates using an up to date map
- Site Plan/ Block plan (scale of 1:100 or 1:200) showing the direction north
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100)
- Affordable Housing Statement

- Agricultural Statement
- Air Quality Assessment
- Conservation Area Appraisal/Heritage Statement
- Contaminated Land Survey
- Ecological Assessment/ Protected Species Survey
- Energy Statement
- Environmental Statement
- Flood Risk Assessment
- Foul Sewerage Details
- Green Belt Justification
- Green Belt Volume Calculation
- Landscaping Details
- Lighting Assessment/ Scheme
- Microclimate and Wind Assessment for Tall Buildings
- Noise Impact Assessment

- Other Plans and Drawings (not covered by the National Requirements)

- Photographs

- Planning Obligations

- Planning Statement

- Referencing and Scaling of Plans and Drawings

- Retail and Leisure Impact Assessment/ Sequential Assessment

- Road Safety Audit and Designer's Response/ Exception Report

- Statement of Community Involvement and pre-application discussion

- Structural Survey

- Sunlight/ Daylight Assessment

- Sustainability Checklist

- Telecommunications Information (ICNIRP report, mast sharing information etc)

- Transport Assessment/ Transport Statement

- Travel Plan

- Tree Survey/ Arboricultural Implications Study

Ventilation/ Extraction details

Viability Appraisal/ Marketing Exercise/ Business Plan, an undertaking to pay the costs incurred by the Council in obtaining an independent assessment of any submitted viability appraisal

For guidance on whether the above documentation is required for a specific development please refer to the Council's document 'Explanatory Notes for the Validation of Planning Applications'.

12. Application for Approval of Details Reserved by Condition

NATIONAL REQUIREMENTS

There are no national requirements for applications for the approval of details reserved by condition **except** that they should be made in writing with the appropriate fee.

LOCAL REQUIREMENTS

The following information will be required depending on the nature of the details reserved by condition:

- A completed standard application form or a written application containing sufficient information to enable the Council to identify the permission (reference number) and the condition(s) to be discharged

- Location Plan (scale of 1:1250 or 1:2500) identifying the land to which the application relates using an up to date map

- All plans, drawings or other information necessary to enable the Local Planning Authority to discharge the condition(s) (to an appropriate scale where relevant)

- Planning Statement

- Referencing and Scaling of Plans and Drawings

For guidance on whether the above documentation is required for a specific development please refer to the Council's document 'Explanatory Notes for the Validation of Planning Applications.

