

Validation Checklist for Planning Applications

The checklist below sets out what is necessary to make a planning application valid for consideration by the local planning authority¹. If you do not submit all the required information and relevant fee, the application will be treated as invalid until the missing information is received and will not be progressed.

These validation requirements apply to most planning applications including: householder, full, outline, reserved matters, works to trees / hedgerows, listed building consent, condition discharge, advertisements, lawful development certificates, prior notification and non-material amendments.

NOTE: The planning officer considering your application may require additional information specific to the site or development proposal as appropriate.

Validation Requirements

Fee:

- A fee must be paid for most planning applications (see separate fee sheet).
- Exemptions:
 - Applications for Listed Building Consent (LBC), Tree Preservation Orders (TPO), and Trees in Conservation Areas (TCA) do not require a fee
 - Resubmission following the refusal of planning permission (within 12 months of original submission)
 - Applications for works that would otherwise be permitted development where permitted development rights have been removed

Forms:

- Applications must be submitted on the correct applications form
- The forms must be fully and accurately completed
- The declaration must be signed physically or electronically
- Where stated on the relevant form Certificate A, B, C or D must be signed²
 - If Certificate B or C is signed, the full names and addresses of the owners must be given with the date that the notice was issued on them
 - If Certificate C or D is signed, you must set out what steps have been taken to find out who the owners are
- The Agricultural Holding declaration must be signed

¹ See the Town and Country Planning (Development Management Procedure) (Wales) Order 2012 (as amended), the Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) Regulations 2015 and Town and Country Planning (Pre-Applications Services) (Wales) Regulations 2016.

² If your planning application includes land which you do not own or control you must state so in certificate B, C or D of the above forms and serve a Notice 1 (see Appendix) on the affected owners (if they can be identified).

Plans:

- A site plan must be submitted with an identifiable scale (e.g. 1:1250), the site adequately identified (e.g. outlined in red with adjoining land in same ownership outlined in blue if appropriate) and direction North shown.
- Detailed plans must be to an identifiable scale (normally be 1:50 or 1:100 metric or to a scale appropriate for the type of development)
- The plans must be sufficient to describe the application (e.g. existing and proposed elevations, existing and proposed site layout and floor plans, block plan (usually 1:200) showing the development relative to site boundaries, boundary treatments, access, parking arrangements etc.)

Other information:

- All additional information must be sufficient to describe the application (e.g. tree survey, ecology survey, archaeological report, landscape and visual impact assessment, structural survey, Transport Assessment etc.).
- An Ecology Report must be submitted with the application when a proposal is likely to affect features of biodiversity or geological conservation interest – This is only a validation issue if they have answered 'YES' to any of the six questions asked in part 14 of the application form.
- A Design and Access Statement must be submitted with all planning applications within Conservation Areas for 1 or more dwellings or the creation of 100 sq. m. of floor space or major developments (see below).
- A Heritage Impact Statement must be submitted with all Listed Building Consent (LBC) applications and Conservation Area Consent (CAC) applications.

For Major Applications³ Only:

- A Pre Application consultation report (PAC report) must be submitted.
- A Design and Access Statement must be submitted (except mining, waste, section 73 apps and Change of Use of land or buildings).

For Outline Applications:

- Where layout is a reserved matter, the application for outline planning permission must state the approximate location of buildings, routes and open spaces included in the development proposed.
- Where scale is a reserved matter, the application for outline planning permission must state the upper and lower limit for the height, width and length of each building included in the development proposed.
- Where access is a reserved matter, the application for outline planning permission must state the area or areas where access points to the development proposed will be situated.

Notification of Invalid Application

If the Council considers that an application for planning permission (or anything accompanying it) does not comply with a validation requirement we will give notice

³ Major developments as defined in the Town and Country Planning (Development Management Procedure) (Wales) Order 2012: the erection of 10 or more dwellings or where this is unknown, the site area is 0.5 hectares or more; or commercial development where floorspace to be created exceeds 1000 square meters or the site area is 1 hectare or more.

explaining why the application is considered to be invalid. We will identify what information, documents or materials are required to be submitted.

Right of Appeal against an Invalid Application Notice

Following the receipt of a notice that an application is invalid an applicant has two weeks to submit an appeal to the Welsh Ministers. The appellant must also send a copy of the appeal documents to the Council. The forms and guidance are available on the Welsh Government's web site via the link below:

<https://gov.wales/topics/planning/appeals/appeal-guidance-and-information/non-validation/appeals/?lang=en>

The Welsh Ministers have set a target of 21 days for the Planning Inspectorate to consider and determine appeals against invalidation. If the appeal is upheld then the information being sought by the Council does not need to be submitted in order for the application to be valid. If the appeal is dismissed you must decide whether to submit the information or withdraw the application. You are encouraged to contact us to let us know your intentions and the likely timescale.

Appendix – Notice for Certificate of Ownership

Town and Country Planning (Development Management Procedure) (Wales) Order 2012 NOTICE UNDER ARTICLE 10 APPLICATION FOR PLANNING PERMISSION

(Notice 1: This notice is to be printed and served on individuals if Certificate B or C is completed)

Proposed development at:

Name or flat number	<input type="text"/>
Property number or name	<input type="text"/>
Street	<input type="text"/>
Locality	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postal town	<input type="text"/>
Postcode	<input type="text"/>

Take notice that application is being made by:

Organisation name	<input type="text"/>		
Applicant name	Title	Forename	<input type="text"/>
	Surname	<input type="text"/>	

For planning permission to:

Description of proposed development

Local Planning Authority to whom the application is being submitted:

Local Planning Authority address:

Any owner of the land or tenant who wishes to make representations about this application, should write to the council within 21 days of the date of this notice.

Signatory:

Signatory	Title	Forename	<input type="text"/>
	Surname	<input type="text"/>	

Signature

Date (dd-mm-yyyy)

Statement of owners' rights: The grant of planning permission does not affect owners' rights to retain or dispose of their property, unless there is some provision to the contrary in an agreement or lease.

Statement of agricultural tenants' rights: The grant of planning permission for non-agricultural development may affect agricultural tenants' security of tenure.

'Owner' means a person having a freehold interest or a leasehold interest the unexpired term of which is not less than seven years.

'Tenant' means a tenant of an agricultural holding any part of which is comprised in the land.

Once completed this form needs to be served on the owner(s) or tenant(s)