



Application for Full Planning Permission – Validation Checklist

What information do I submit with my application?

www.barrowbc.gov.uk

Published August 2017. These Local Requirements will expire August 2019 if not renewed.

Introduction

This document should be used by applicants and agents intending to submit a full planning application to the Authority. It provides a checklist of the supporting documentation that may be required at the time of submission. The document is intended to be comprehensive in terms of the wide range of developments that it covers and in the majority of cases not all of the criteria will apply. A pre-application meeting with officers should establish the areas of subject matter and level of detail required to support your application.

The checklist will;

- Identify the type and extent of supporting material necessary
- Give you greater certainty
- Help to minimise the likelihood that validation of your submission will be delayed by us having to request more information.

National Requirements¹

Forms

- Completed form (3 copies to be supplied unless the application is submitted electronically)

Plans

- The National requirements are for 'a plan which identifies the land to which the application relates'. This shall be met by providing a plan based on an up-to-date map at an identified metric scale. For built up areas and within villages the location plan shall be at a scale of 1:1250 (or 1:2500 in the case of larger or more remote sites) and indicate the direction of North. Wherever possible the plan shall be scaled to fit onto A4 or A3 size paper. The location plan will clearly identify the land to which the application relates within a red line and within a blue line for any other land owned by the applicant located adjacent to the application site. Three copies need to be supplied unless the application is submitted electronically.
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)

¹ The national guidelines are subject to change at short notice but we will endeavour to update these at the earliest opportunity.

Certificates

- **The completed Ownership Certificate** [A, B, C or D – as applicable] as required by Article 14 of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO). If you are unsure about which Certificate to complete contact the Planning Service for advice.
- **The completed, dated Agricultural Holdings Certificate** as required by Article 14 of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO).
- In addition **where Ownership Certificates B, C or D have been completed, notice[s] as required by Article 13** of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO) must be given and/ or published in accordance with this Article.

Other Information

- Design and Access Statement as required
- The appropriate fee

Local Requirements

Shall include the following as may be relevant to the application:

- Archaeology Assessment
- Air Quality Assessment
- Biodiversity Survey and Report
- Statement of Significance - if any heritage assets are affected (guidance document available at: <http://www.barrowbc.gov.uk/residents/planning/development-control/planning-forms-and-guidance/>)
- Environmental Impact Assessment (where required by 2011 Regs)
- Existing and proposed car parking and access arrangements
- Flood Risk Assessment
- Foul Sewerage Assessment where non mains drainage proposed
- Green Travel Plan (draft)
- Ground Investigation, including contamination assessment and Remediation Report
- Heritage Statement
- Highway details including Management Plan where road is not to be Adopted by the Highway Authority
- Landscaping Plan; on a drawing not less than 1:500, to include details of retained and proposed species, planting densities, and future maintenance schedule
- Lighting Assessment including photometric plan for floodlighting schemes
- Mining/subsidence report
- Noise Impact Assessment (esp where located close to noise sensitive sites)
- Open Space Assessment
- Photographs/photomontages
- Planning Obligations; draft Head(s) of Terms (Council's legal costs are borne by the applicant)
- Planning Statement
- Regeneration Statement
- Retail Impact Assessment
- Statement of Community Involvement
- Structural Survey (esp barn conversions)
- Sustainable Drainage system details (SuDs) including management plans for future maintenance of surface waters.
- Transport Assessment
- Transport Form (Cumbria CC) link; <http://www.barrowbc.gov.uk/residents/planning/development-control/planning-forms-and-guidance/>
- Town Centre Use Assessment

- Tree and Hedgerow survey to include trees/hedgerows present, trees/hedgerows to be removed, the extent of root protection areas, and a management plan for protecting trees/hedgerows during construction, to be in accordance with BS5837:2012
 - Visual Impact Assessment
 - Ventilation/extraction equipment details; scale drawings to include external appearance of flues also the noise ratings for fans and associated equipment
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Other Local Requirements

- ALL plans must include a scale bar.
- If paper copies are submitted you must state the scale and original paper sheet size, in order to avoid confusion if the document is reprinted.
- Where work is proposed in close proximity to a boundary, the details of eaves and foundations shall to be shown relative to the boundary to a scale of not less than 1:20
- Unique reference numbers are required on all plans and drawings
- All location plans must be correctly licenced and show a valid licence number. This is to ensure that the Council do not breach copyright or national agreements by displaying un-copyrighted material
- A clear, accurate, and full description of the proposed works is required
- Coordinates shall be provided if the site address has no postcode available. Applications for mast and Turbines developments to include exact coordinates of its proposed location are required together with any micro siting criteria.

Finally

It will help if you;

- Include all of the information at the start
- Pay the fee at the time of submission
- Include a document schedule
- Avoid the use of large file sizes (please contact us if files are unavoidably large)
- Please correspond via email

Contact us

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Development Control
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