VALIDATION REQUIREMENTS FOR HOUSEHOLDER PLANNING PERMISSION

Introduction
In order to ensure the efficient validation and processing of householder planning applications it is necessary that the correct information is submitted. The purpose of the Householder Validation List is to make clear to applicants what information is required to meet national requirements and what information is required to meet local requirements as set out below. If you are making a joint householder and listed building application, you will also need to refer to the Validation Requirements List for Listed Building Consent.

Boxes must be ticked to indicate information being provided

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings MUST include the following information:

- The scale of the drawing must be a metric scale (e.g. 1:100, 1:200).
- Indicate the direction of North on location plan

2 copies of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.

NATIONAL REQUIREMENTS

Documents that must be included with your application:

ITEM	YES	NO
Correct Fee	✓	
Application Form, signed (unless submitted electronically) and dated	✓	
Ownership Certificate: (see A-D below)	✓	
A (included in Application Form: the applicant owns the land) OR	✓	
B the applicant does not own the land but has served certificate of notice on owner) OR		✓
C the applicant does not own the land, is unable to issue certificate but has notified owners) OR		✓

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D the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)		✓
Location Plan: An up to date plan at a scale of 1:1250 or 1:2500 The application site must be edged clearly in red and must include all land necessary to carry out the proposed development including the land required to access the site from a public highway, visibility splays, landscaping and car parking. The plan must include at least one named road and a north point. In rural locations it may not be possible to include a named road, in which case please ring the Technical Support Unit to discuss an alternative option. A blue line must be drawn around any other land owned by the applicant but not included in the application.	✓	
Other plans, drawings and information necessary to describe the application The Town and Country Planning (Development Management Procedure) (England) Order 2015 states that an application needs to be accompanied by any other plans, drawings and information necessary to describe the development which is the subject of the application. It does not specify beyond this but custom and practice has established that these are the block plan, floor plans, elevations, sections and roof plans as specified in the Local Validation Requirements below.	✓	

LOCAL REQUIREMENTS

You need to check whether you require this. If you need it and fail to provide it your application will be invalid and cannot be processed:

Block Plan scale 1:500 or 1:200 It should show: a) the direction of North; b) the proposed development in relation to the site boundaries and other existing buildings on the site with any new buildings/work to be clearly indicated on the plan (hatched, highlighted or clear written dimensions). Written dimensions to boundaries are to be included to assist with the understanding of development and its relationship to neighbouring properties. If it is more practical such dimensions can be indicated on other plans but must be provided within the application drawings. Dimensions are not required for front porches, dormer windows/roof light proposals. c) all the buildings, roads and footpaths on land adjoining the site including access arrangements; d) all public rights of way crossing or adjoining the site; e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development; f) the extent and type of any hard surfacing and provision of drainage	✓	

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g) boundary treatment including walls or fencing where this is proposed.		
Existing and Proposed Elevations scale of 1:50 or 1:100. Existing elevations must be provided. Proposed works should be clearly shown in relation to what is already there. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings	✓	
Existing & Proposed Floor Plans scale 1:50 or 1:100 Existing floor plans must be provided. Proposed works should be shown in relation to what is already there. Where necessary details of existing walls or buildings to be demolished should be indicated. Where a proposal adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings.		
Existing and Proposed Sections and Finished Floor Levels1:50 or 1:100 Where there is a change in ground levels or the proposal is on a sloping site drawings should show both existing and finished floor and site levels and a datum point and also show the proposals in relation to adjoining buildings.		✓
Existing and Proposed Roof plan 1:50 or 1:100	✓	
CIL Additional Information Form In all cases please complete the CIL additional Information Form https://ecab.planningportal.co.uk/uploads/1app/forms/form_1_cil_additional_information.pdf Guidance on completing the form https://ecab.planningportal.co.uk/uploads/1app/cil_guidance.pdf	✓	
Flood Risk Assessment (FRA) Is your property located in Flood Zone 2 or 3? The Environment Agency has produced a map called Flood risk map for rivers and sea to identify the flood zones. This can be found at this link: https://flood-map-for-planning.service.gov.uk/ If you are located in Flood Zone 2 or 3 you will need to provide a Flood Risk Assessment and further information on what is required can be found on the useful table in the link below: https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications		✓

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Lidsey Foul Water Treatment Catchment Area Does the development fall within the Lidsey Foul Water Treatment Catchment Area? Check by looking at the Planning Validation Requirements Interactive Map: https://www.arun.gov.uk/planning-validation-requirements-interactive-map If the development is in the Lidsey Foul Water Treatment Catchment Area, please confirm in writing whether or not you are connecting to mains drainage. If you are not connecting to the mains, you will need to provide a full environmental assessment as agreed at Full Council on 11 January 2012. All applications or development proposals involving non mains foul water drainage will be held invalid unless this is provided.		✓
Surface Water Drainage Statement Where the development falls within the Lidsey Foul Water Treatment Catchment Area: https://www.arun.gov.uk/planning-validation-requirements-interactive-map and the application is for any increase in impermeable surfacing including hard surfacing and extensions you need to provide a statement explaining how surface water is going to be dealt with accordance with the link below: https://www.arun.gov.uk/surfacewater/		✓
Heritage Statement If the application affects a heritage asset ie a listed or locally listed building, a conservation area or an area of character, a scheduled monument or historic park or garden, you must provide a statement. To check whether your property falls within one of these categories please check the Planning Validation Requirements Interactive Map: https://www.arun.gov.uk/planning-validation-requirements-interactive-map The statement must assess the heritage significance of the heritage asset, assess the likely impact of the proposed development on it and its setting and explain how any impact of the development on the heritage asset will be mitigated. As a minimum, applicants are expected to consult the West Sussex District Council Historic Environment Record (HER) for information on the history of the building, site or area as well as the National Heritage List produced by English Heritage, relevant local plan policies and any available Conservation Area Character Appraisals. Further information can be found in the NPPF: https://www.gov.uk/guidance/national-planning-policy-framework/16-conserving-and-enhancing-the-historic-environment		✓

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Biodiversity Survey and Report A biodiversity survey and report is required for any application that may directly or indirectly affect: • Sites of Special Scientific Interest (SSSIs); • Ancient Woodland; • Local Nature Reserves; • Sites of Nature Conservation Importance (SNCIs) / Local Wildlife Sites (LWS); • Nature Improvement Areas; • Habitats of Principle Importance; • Biodiversity Opportunity Areas; • Sites where protected species or species of principle importance have been recorded or are likely to be present; • Also required for development including the modification, conversion, demolition or removal of buildings and structures (especially roof voids) where protected species or species of principle importance are likely to be present; • Applications within the Arun Valley Impact Zone; • Applications within the Singleton and Cocking Tunnel 12km consultation zone. Expanded guidance, including the full Natural England standing advice, can be found at: http://www.naturalengland.gov.uk/ To check whether the site is in a Site of Special Scientific Interest, The Arun Valley Impact Zone1 and 2 or the Singleton and Cocking Tunnel please check the Planning Validation Requirements Interactive Map: https://www.arun.gov.uk/planning-validation-requirements-interactive-map		/

Other items to consider when making your application (failure to provide this information will not make your application invalid but it is likely that the Council will not have enough information to determine your application, which may mean your application would have to be withdrawn or refused):

Will your proposal involve building, excavation, movement of vehicles or storage of materials within 5 metres of the crown spread of any tree? If yes, please provide a plan (Scale 1:200), accurately showing the position of the tree(s) in relation to the proposed works and an assessment of the implications for the work on the tree(s).		/
Is your proposal for a wind turbine(s) and/or solar panel(s)? If yes, please provide the manufacturer's specification (including noise levels measured in decibels for wind turbines).		/
Does the proposal involve the formation of a new vehicular access?		/

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If yes, please provide a plan (Scale 1:100 or 1:200) showing the dimensions and the position of the new access and a plan (Scale 1:100 or 1:200) showing the dimensions and the visibility splays of the new access. West Sussex County Council require that a visibility splay is provided for applications for a vehicle cross over. A splay is formed for a 30 mph speed limit road by measuring from a point 2.4m back form the kerb edge in the centre of the proposed access. A line should then be drawn from either side of this point for 43 m in each direction to the nearside edge of the carriage way. The splays must intersect land only within the control of the applicant, or within the publicly maintained highway. The distance will increase with the speed limit of the road. If the road has a 40 mph speed limit then the distance should be 120 m either side. For roads with speeds above this please contact West Sussex County Council Highways for advice on what would be acceptable.		
Does the proposal involve the provision of new car parking? If yes, please provide a plan (Scale 1:200) of the parking layout, including the number of spaces.		/

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