



### Application for planning permission Validation Checklist

This checklist should be completed and submitted with all applications for Planning Permission.

#### National requirements

Requirement	Development types	Included – Y/N	If N short statement why not required
Completed application form, signed and dated	ALL		
Completed Ownership Certificate (A, B, C or D as appropriate) - included on the application form	ALL		
Correct fee ( <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a> )	ALL		
Location plan (to scale 1:1250 or 1:2500)	ALL		

#### Local Requirements

In addition to the information that must be submitted with your application, the following information may also be required, depending on the particulars of your application. See the Validation Checklist Guidance Notes for further advice on the information which may need to be submitted with your application.

Requirement	Development types	Included – Y/N	If N short statement why not required
Design and Access Statement (for guidance see <a href="https://www.gov.uk/guidance/making-an-application#applications-for-listed-building-consent">https://www.gov.uk/guidance/making-an-application#applications-for-listed-building-consent</a> )	ALL		
Block plan (to scale 1:200 or 1:500)	ALL		
Existing elevations (to scale 1:50 or 1:100)	ALL		
Existing floor plans (to scale 1:50 or 1:100)	ALL		
Proposed floor plans (to scale 1:50 or 1:100)	ALL		
Proposed elevations (to scale 1:50 or 1:100)	ALL		
Roof plan (to scale 1:50 or 1:100)	Where alterations are being made to a roof		

Existing and proposed site sections and finished floor and site levels (to scale 1:50 or 1:100)	Where alterations are being made to ground level		
Existing site survey with levels or spot heights (to scale 1:200 or 1:500)	ALL		
Supporting planning statement appraising the scheme against relevant planning policy and guidelines	ALL		
Site specific flood risk assessment <a href="https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications#when-you-need-an-assessment">https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications#when-you-need-an-assessment</a> )	Location in areas at risk of flooding within flood zone areas 2 and/or 3 developments with a site area over 1 hectare		
Foul drainage analysis	ALL It is recommended you seek input from Thames Water prior to submitting your application		
Biodiversity survey/protected species report	Where protected species or protected/priority habitats may be affected		
Rights of Way and Countryside access and survey report ( <a href="http://www.southoxon.gov.uk/services-and-advice/planning-and-building/local-land-charges">http://www.southoxon.gov.uk/services-and-advice/planning-and-building/local-land-charges</a> )	Where there is a possibility of impacts on public rights of way		
Arboricultural survey	Where there are trees or hedges to be removed or affected by the development		
Heritage statement	Applications affecting a listed building or where the site falls within a conservation area		
Transport Assessment/Statement to include existing and proposed access/parking ( <a href="https://www.oxfordshire.gov.uk/residents/roads-and-transport/transport-policies-and-plans/transport-new-developments/transport-planning-advice">https://www.oxfordshire.gov.uk/residents/roads-and-transport/transport-policies-and-plans/transport-new-developments/transport-planning-advice</a> )	Where works are likely to increase the number of cars e.g. adding bedrooms, additional garage space		
Landscape assessment/landscaping scheme	ALL		
Foul sewage assessment	Development includes a new septic tank or cesspool		
CIL additional information form	Development involves creation or conversion of floorspace 100sqm or		

( <a href="https://www.planningportal.co.uk/info/200136/policy_and_legislation/70/community_infrastructure_levy">https://www.planningportal.co.uk/info/200136/policy_and_legislation/70/community_infrastructure_levy</a> )	more or the creation of a new dwelling		
Annotated plans detailing measurements of CIL liable floor space	Development involves creation or conversion of floorspace 100sqm or more or the creation of a new dwelling		
Noise Impact Assessment ( <a href="https://www.gov.uk/government/collect/ons/planning-practice-guidance">https://www.gov.uk/government/collect/ons/planning-practice-guidance</a> )	Applications likely to be noise sensitive development		
Affordable housing statement for residential developments in line with current policy (this can form part of the planning statement)	ALL		
Environmental Statement	Where required by the Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015		
Refuse Disposal statement Details regarding refuse and re-cycling facilities including refuse vehicle tracking plans <a href="http://www.southoxon.gov.uk/services-and-advice/recycling-rubbish-and-waste/our-policies-and-your-questions/future-planning-prop">http://www.southoxon.gov.uk/services-and-advice/recycling-rubbish-and-waste/our-policies-and-your-questions/future-planning-prop</a> <a href="http://www.whitehorsedc.gov.uk/services-and-advice/recycling-rubbish-and-waste/our-policies-and-your-questions/future-planning-pr-0">http://www.whitehorsedc.gov.uk/services-and-advice/recycling-rubbish-and-waste/our-policies-and-your-questions/future-planning-pr-0</a>	ALL		
Topographical survey	ALL		
Phase 1 land contamination survey	ALL		

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