

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PLANNING & DEVELOPMENT COMMITTEE

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Agenda Item No. 9

meeting date: THURSDAY, 22 JUNE 2017  
 title: LOCAL VALIDATION REQUIREMENTS LISTS  
 submitted by: DIRECTOR OF COMMUNITY SERVICES  
 principal author: REBECCA HALLIWELL – ASSISTANT PLANNING OFFICER

### 1 PURPOSE

- 1.1 To inform and update Members of the Validation Criteria relating to Planning applications and the creation of a 'Local Lists' which clearly identify the validation requirements for all planning application types.
- 1.2 Members will be aware that the Development Control Protocol (DCP), which was adopted in 2005, included a validation checklist as an Appendix to the document. In 2013 a request was made to the Planning Committee to adopt a revised set of local lists, this was approved.

Local Lists need to be revised and published every 2 years.

Although much of the list from 2013 is incorporated in the National List of requirements it is important to adopt a revised Local List, as this would enable additional information to be included and allow for a more in-depth assessment to be carried out by the case officer.

### 1.3 Relevance to the Council's ambitions and priorities

The Local Lists are relevant to the Council's ambitions & priorities:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Community Objectives -            }</li> <li>• Corporate Priorities -            }</li> <li>• Other Considerations -            }</li> </ul> | <p>To be a well-managed Council providing efficient services based on identified customer needs.</p> |
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### 1.4 The creation of an up to date Validation Checklist would support the above objective.

#### Validation issues

### 1.5 Frequently applications are submitted to the Planning Department on a weekly basis which are invalid.

Between Monday 8<sup>th</sup> May 2017 and Friday 12<sup>th</sup> May 2017 26 planning applications were submitted to the Planning Department for consideration, 12 of those applications were invalid. Therefore, 46% of all applications submitted within a week period were considered invalid.

If an application is classed as invalid this delays the determination process as the application will not be registered or processed until the necessary information is received.

1.6 The two main reasons applications are considered invalid by the Planning Department are:

- Missing Fee
- Lack of adequate information

1.7 The introduction of a Local List should reduce the number of invalid applications that are submitted and will offer the following benefits:

- It will inform and assist both agents and applicants as to what is required to be submitted alongside each application before submission.
- It will ensure that all necessary information is submitted at the start of the process. As agents will be aware of what information is required for each application type.
- It will help to speed up the planning determination process as all necessary information is submitted at the start of the process.

## 2 BACKGROUND

2.1 On the 6<sup>th</sup> April 2008 amended regulations came into effect regarding the information and details which are required to be submitted in order to validate planning applications. As a result of these new regulations Local Authorities adopted "Local Lists" stating the validation requirements of their Borough.

2.2 Revised Best Practice Guidance published in March 2010 'Guidance on information requirements and validation' sets out the National requirements, including the type of form to be completed, the appropriate fee, statements and drawings which must be submitted with each application.

2.3 The information required to make a valid planning application consists of:

- Mandatory National information requirements specified in the General Development Procedure Order (GDPO), including a design and access statement where one is required
- Information provided on the standard application form; and
- Information to accompany the application as specified by the local planning authority on their local list of information requirements.

2.4 The guidance asks Local Authorities to produce a new or review their 'Local Lists' every 2 years and where necessary prepare revisions to ensure that the lists take into account the principles and criteria shown in the table below as well as current National and Local Policies.

The policy statement on information requirements sets out five principles to guide the preparation and review of local lists:

Table A: Principles and criteria for local list preparation	
Principle	Key considerations
Necessity	All local list requirements should be based on statutory requirements, national, regional or adopted local policy, or on published guidance which explains how adopted policy should be implemented
Precision	It should be clear what types of development require the provision of particular supporting information. Where appropriate, the Local Planning Authority should also identify specific areas where the information requirement arises.
Proportionality	The information required is likely to be dependent on the nature and scale of the proposal and the sensitivity of its location. Where possible, the Local Planning Authority should identify size thresholds below which certain information is not required or where only limited information is required.
Fitness for purpose	It should be clear what information is required to satisfy the requirement – with a strong emphasis on a proportionate approach and succinct documents.
Assistance	For each element of the list it should be clear where further information or answers to queries can be obtained.

- 2.5 Local Authorities can formally request supporting information with an application only if it is specified on a formally adopted 'Local List' which is published. Local information requirements have no bearing on whether a planning application is valid unless they are set out on such a list. However, in many cases the validation officer continues to ask for additional information to assist the case officer.
- 2.6 Local Authorities can formally request supporting information with an application only if it is specified on a formally adopted 'Local List' which is published. Local information requirements have no bearing on whether a planning application is valid unless they are set out on such a list.
- 2.7 It is important that local planning authorities take a proportionate approach when requesting additional information. Where it is clear that information would not be relevant to the determination of the application, it should not be required from the applicant this is reinforced in:

Paragraph 193 of the National Planning Policy Framework (NPPF) states 'Local planning authorities should publish a list of their information, requirements for applications, which

should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local Planning Authorities should only request supporting information that is relevant, necessary and material to the application in question.

### 3 ISSUES

3.1 It is important to review the 'Local Lists' every 2 years to ensure that recent policy changes which may affect the requirements for an application are taken into consideration.

3.2 As previously indicated there are currently no agreed 'Local Lists' available on the Ribble Valley Borough Council website. However, the current validation checklist forms part of the Development Management Protocol (DMP) which was most recently modified in September 2016.

3.3 The process for reviewing or creating 'Local Lists' involves a 3 step process. Members will note that this report relates primarily to step 1.

#### 3.4 **Step 1: Reviewing the existing local list**

Local planning authorities should identify the issues for each item on their existing local list of information requirements. These drivers should be statutory requirements, policies in the National Planning Policy Framework or development plan, or published guidance that explains how adopted policy should be implemented.

Having identified their information requirements, local planning authorities should decide whether they need to revise their existing local list. Where a local planning authority decides that no changes are necessary, it should publish an announcement to this effect on its website and republish its local list.

#### 3.5 **Step 2: Consulting on proposed changes**

Where a local planning authority considers that changes are necessary, the proposals should be issued to the local community, including applicants and agents, for consultation. The consultation period should last no less than eight weeks.

It is proposed to undertake an 8 week consultation period of the 'Local Lists'. This will be aimed at stakeholders, statutory consultees and the public.

#### 3.6 **Step 3: Finalising and publishing the revised local list**

Consultation responses should be taken into account by the local planning authority when preparing the final revised list. The revised local list should be published on the local planning authority's website.

### 4 PROCESS ON INVALID APPLICATIONS

4.1 When a planning application is deemed invalid, the validation officer should notify the applicant of their reasons in writing. If the applicant disagrees with the validating officer's reason(s) for invalidating the application, it is normally the case that the

validation officer will check the requirements with the planning officer to ensure that the information is essential.

- 4.2 If the dispute cannot be resolved with the local planning authority, and more than 8 weeks have passed since the application was submitted for determination (or 13 weeks, for major applications), the applicant may have the right to appeal against non-determination on the grounds on invalidity after 8 or 13 weeks (as applicable).

To date the council have only received one appeal against non-determination.

In cases where the applicant has not provided an item or items specified in the GDPO or the local planning authority's published 'Local Lists', there is no such right of appeal.

- 4.3 It is important to justify each requirement for additional information. One example of this would be if an application was submitted for the change of use of a property to a Hot Food Takeaway (Use Class A5) an application of this nature would normally require the following additional information to be submitted alongside the application:

- An Air Quality Assessment
- Noise Assessment

The above information allows the local planning authority to understand the main impacts the scheme would have on the surrounding area in greater detail in relation to visual amenity and residential amenity. It also allows the local planning authority to implement conditions to protect these more efficiently.

Another example is the requirement to have datum levels on new residential development. It is normally assumed that any proposed floor level would relate to existing site levels but if site is a sloping site it is often necessary to require existing and finished floor levels. The receipt of such information is ideally best at validation stage but it may not be possible to assess whether it is necessary until the case officer has inspected.

## 5 RISK ASSESSMENT

- 5.1 The approval of this report may have the following implications:

- Resources – any changes could be met with existing staffing and it may also free up some officer time
- Technical, Environmental and Legal – No implication identified.
- Political - No implication identified.
- Reputation – No implication identified.
- Equality & Diversity – No implication identified.

## 6 CONCLUSION

- 6.1 A set of 'Local Lists' has been created for each different application type see the table below:

<b>Application Type</b>	<b>Local List required (Y/N)</b>
Full Application	Y
Householder	Y
Non-Material Amendment	Y
Approval of Details Reserved by Condition	Y
Approval of Reserved Matters following Outline Approval	Y
Advertisement	Y
Lawful Development Certificate – Proposed	Y
Lawful Development Certificate – Existing	Y
Listed Building	Y
Outline – All Matters Reserved	Y
Outline – Some Matters Reserved	Y
Prior Notification – Proposed Building	Y
Prior Notification – Proposed Road	Y
Prior Notification – Telecommunications	Y
Prior Notification – Larger Homes Extension	Y
Variation of Condition	Y
Tree Works	Y
Change of Use	Y
Prior Notifications - Barn conversions	Y

- 6.2 The new 'Local Lists' have been broke down into 'National' and 'Local' requirements. The National list is prescribed by the Government and sets out the statutory requirements to make an application valid.
- 6.3 The content of the 'Local' requirements is at the discretion of the Local authority, although the Government's Best Practice Guidance provides a list that can be drawn from.
- 6.4 The proposed 'Local Lists' which are the subject of this report have been attached under a link document to this report and Appendix 1 of this report includes the criteria for the Full application and Householder proposals.

## 7 RECOMMENDATION

- 7.1 Members to note the intention to create of 'Local Lists' and be advised the Department will proceed with the appropriate measures to continue onto step 2 the consultation period.

REBECCA HALLIWELL  
ASSISTANT PLANNING OFFICER


JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

## BACKGROUND PAPERS

- Town and Country Planning (Development Management Procedure)(England)(Order) (2015)
- Town and Country Planning Act 1990
- National Planning Policy Framework
- National Planning Policy Guidance
- Ribble Valley Borough Council - Development Control Protocol (DCP) (Sept 2016)
- Revised Best Practice Guidance published in March 2010 'Guidance on information requirements and validation'

For further information please ask for Rebecca Halliwell extension 4518

REF: Author/typist/committee/date

<b>FULL APPLICATION VALIDATION REQUIREMENTS</b>	<b>RVBC-VR-06</b>
Please refer to full Validation Checklist Guidance Document	 <p>Ribble Valley Borough Council</p> <p><a href="http://www.ribblevalley.gov.uk">www.ribblevalley.gov.uk</a></p>
The below listed information is always required to validate an application. Other information may be required in accordance with the Validation Guidance Documentation.	
<b>Your Case Officer may request additional information post-validation</b>	

<b>National Planning Requirements – Mandatory Information</b>		
<b>1)</b>	<p><b>Completed Full Planning Permission Application Form:</b></p> <ul style="list-style-type: none"> <li>All questions answered</li> <li>Declaration Signed &amp; Dated</li> </ul>	
<b>2)</b>	<p><b>Correct Fee received:</b></p> <ul style="list-style-type: none"> <li>You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><a href="#">Download the fees schedule for all English</a></p>	
<b>3)</b>	<p><b>Correct Ownership Certification:</b></p> <ul style="list-style-type: none"> <li>Certificate A – Complete when applicant is sole owner of the site</li> <li>Certificate B – Complete when the owner of the site is known by the applicant</li> <li>Certificate C&amp; D – Complete when some or none of the owners of the site are known</li> </ul>	
<b>4)</b>	<b>Agricultural Holdings Certification</b>	
<b>5)</b>	<p><b>Article 6 Notices:</b></p> <p>If you have completed Certificate B or C you will need to serve an Article 6 notice on the owner of the land. (Form to be made available on RVBC Website)</p>	
<b>6)</b>	<p><b>Location Plan: Should:</b></p> <ul style="list-style-type: none"> <li>Be up to date and of Ordnance Survey Quality</li> <li>Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show at least two named roads</li> <li>Show all surrounding buildings which are named or numbered</li> <li>Clearly identify the application site with a red edge and include access</li> <li>Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>Show the precise location of the application site.</li> </ul>	
<b>7)</b>	<p><b>Existing &amp; Proposed Site plans clearly showing/including the following information:</b></p> <ul style="list-style-type: none"> <li>Be at a scale of 1:500 or 1:200 (Scale must be annotated on the plan)</li> <li>Show a North point</li> </ul>	



	<ul style="list-style-type: none"> <li>• Show the proposed development in relation to all site boundaries and other existing buildings on site or those adjacent to or surrounding the development site.</li> <li>• Include written dimensions to all boundaries</li> <li>• Indicate any buildings to be demolished/removed</li> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• Any public rights of way crossing or adjoining the site.</li> <li>• The position of all trees on site or those on adjacent land</li> <li>• Extents and type of any hard-surfacing/hard-landscaping</li> <li>• Elevational details of all boundary treatments including walling/fencing where these are proposed</li> </ul>	
8)	<p><b>Design &amp; Access Statement:</b> Will be required for:</p> <ul style="list-style-type: none"> <li>• Development which is classed as major development (10 or more dwellings or where the floor space to be build is 1000 square metres or more or where the site area is 1 hectare or more.</li> <li>• Where any part of the development is in a Conservation Area and the development consists of the following: <ul style="list-style-type: none"> <li>○ The provision of one or more dwelling houses; or</li> <li>○ The provision of a building or buildings where the floor space created by the development is 100 square metres or more</li> </ul> </li> </ul> <p>Further information can be obtained here - <a href="#">See Design and Access Guidance Note</a></p>	

<b>Local Planning Requirements</b>		
9)	<p><b>Floorplans:</b></p> <ul style="list-style-type: none"> <li>• Existing and proposed floorplans to a scale of 1:100 or 1:50</li> <li>• Floorplans to include clear dimensions (external walls)</li> <li>• Show details of the development in context with any adjacent buildings/boundaries (including property numbers where applicable)</li> </ul>	
10)	<p><b>Elevations &amp; Roof Plans:</b></p> <ul style="list-style-type: none"> <li>• The following will be required where there are alterations/additions to the external elevations and/or the existing roof:</li> <li>• Full existing and proposed elevations at a scale of 1:50 or 1:100 clearly dimensioned to eaves and ridge including dimensions of widths/projections from the existing building</li> <li>• Show all details of the proposed development including a roof plan.</li> <li>• Show all elevations of the proposal (including where they adjoin a boundary or neighbouring building)</li> <li>• Clearly show the relationship between any adjoining buildings/boundaries within close proximity (2 metres) of the proposal and the positions of opening on the adjacent/adjoining properties.</li> </ul>	
11)	<p><b>Sections:</b> These will be required where:</p> <ul style="list-style-type: none"> <li>• The proposal involves a change in ground levels or internal floor levels</li> </ul>	

	<ul style="list-style-type: none"> <li>On sites that are sloping or benefit from a varied topography</li> </ul> <p>The drawings should include the following information:</p> <ul style="list-style-type: none"> <li>Internal finished floor levels and ceiling heights (dimensioned)</li> <li>Existing and proposed land levels (With clear dimensions detailing the change in levels)</li> <li>Be draw to a recognised metric scale at 1:50 or 1:100</li> <li>Show a cross section through the building including the above information including sill/head heights of all openings</li> </ul>	
12)	<p><b>Affordable Housing Statement:</b> Will be required for the following proposals:</p> <ul style="list-style-type: none"> <li>Residential Development/Conversion to provide 4 or more dwellings.</li> <li>Residential Development on rural exception sites.</li> </ul> <p>Proposals involving the development of 100% affordable housing.</p>	
13)	<p><b>Archaeological Evaluation and Impact Statement:</b></p> <ul style="list-style-type: none"> <li>Will be required if an application is likely to affect a site of historical or archaeological importance.</li> </ul>	
14)	<p><b>Ecological Survey (including Bat &amp; Owl Surveys):</b></p> <ul style="list-style-type: none"> <li>For sites on or adjacent SSSI or sites of National or Local Importance/Designation including biological heritage sites.</li> </ul> <p>Development that is likely to affect the habitat of a protected species such as:</p> <ul style="list-style-type: none"> <li>Barn conversions</li> <li>Demolition of buildings</li> <li>Work affecting roofspaces or those that include work to the eaves of existing dwellings.</li> <li>Removal of trees or hedgerows of potential habitat.</li> </ul>	
15)	<p><b>Environmental Impact Assessment:</b></p> <ul style="list-style-type: none"> <li>Will be required for any development that is likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under schedule 1 of the EIA Regulation.</li> </ul>	
16)	<p><b>Flood Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>Will be required for all proposed development on sites of 1ha or greater in Flood Zone 1, all proposals for new development in Flood Zones 2, 3 and other areas of known localised flooding.</li> </ul>	
17)	<p><b>Heritage Statement:</b></p> <ul style="list-style-type: none"> <li>Will be required if the property is listed or lies within a Conservation Area or is a barn</li> </ul>	
18)	<p><b>Landscaping Plan:</b></p> <ul style="list-style-type: none"> <li>Will be required for all major new development</li> </ul>	
19)	<p><b>Noise Impact Assessment:</b></p> <ul style="list-style-type: none"> <li>Will be required for all proposals that raise issues of disturbance or are considered to be a noise sensitive development will require a Noise Impact Assessment.</li> </ul>	
20)	<p><b>Parking Provision:</b></p>	

	<ul style="list-style-type: none"> <li>• Details of existing and proposed parking arrangements where the proposal will affect existing arrangements or include the creation of additional bedrooms.</li> </ul>	
21)	<b>Planning Statement:</b> <ul style="list-style-type: none"> <li>• Will be required for all major developments.</li> </ul>	
22)	<b>Provision of waste storage:</b> <ul style="list-style-type: none"> <li>• Details of proposed location of waste storage where the proposal would affect existing provision or the access to and from the rear of the property.</li> </ul>	
23)	<b>Public Right of Way Statement:</b> <ul style="list-style-type: none"> <li>• Will be required for any proposal which involves the diversion or closure of a public right of way.</li> <li>• The statement should indicate what measures are proposed to protect the interests of users of any public right of way which crosses or is near to the site, both while the development is taking place and in the longer term.</li> </ul>	
24)	<b>Structural Survey/Method Statement:</b> <ul style="list-style-type: none"> <li>• Will be required for applications which involve the substantial demolition, structural alteration or conversion of heritage assets.</li> <li>• A Structural Survey will also be required for the conversion of barns in open countryside for housing or employment uses.</li> <li>• The survey should be produced by a registered structural engineer or other qualified person.</li> </ul>	
25)	<b>Transport Assessment (Including a Travel Plan):</b> <ul style="list-style-type: none"> <li>• Will be required for all Major Planning Applications</li> </ul>	
26)	<b>Tree Survey/ Arboricultural Impact Assessment:</b> <ul style="list-style-type: none"> <li>• This will be required where the proposed development affects or is within influencing distance of trees within or outside the proposal site.</li> </ul>	

<b>Note</b>	<p><b>The definition of a Major application in the Development Management Order is:</b></p> <p><b>Major development means development involving any one or more of the following:</b></p> <p>(a)the winning and working of minerals or the use of land for mineral-working deposits;</p> <p>(b)waste development;</p> <p>(c)the provision of dwellinghouses where -</p> <p>(i) the number of dwellinghouses to be provided is 10 or more; or</p> <p>(ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);</p> <p>(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or</p> <p>(e) development carried out on a site having an area of 1 hectare or more</p>	
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<b>HOUSEHOLDER APPLICATION VALIDATION REQUIREMENTS</b>	<b>RVBC-VR-01</b>
Please refer to full Validation Checklist Guidance Document	
The below listed information is always required to validate an application. Other information may be required in accordance with the Validation Guidance Documentation.	
<b>Your Case Officer may request additional information post-validation</b>	

<b>National Planning Requirements – Mandatory Information</b>		
<b>1)</b>	<p><b>Completed Householder Application Form:</b></p> <ul style="list-style-type: none"> <li>All questions answered</li> <li>Declaration Signed &amp; Dated</li> </ul>	
<b>2)</b>	<p><b>Correct Fee received:</b></p> <ul style="list-style-type: none"> <li>You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><a href="#">Download the fees schedule for all English</a></p>	
<b>3)</b>	<p><b>Correct Ownership Certification:</b></p> <ul style="list-style-type: none"> <li>Certificate A – Complete when applicant is sole owner of the site</li> <li>Certificate B – Complete when the owner of the site is known by the applicant</li> <li>Certificate C &amp; D – Complete when some or none of the owners of the site are known</li> </ul>	
<b>4)</b>	<b>Agricultural Holdings Certification</b>	
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<b>6)</b>	<p><b>Location Plan: Should:</b></p> <ul style="list-style-type: none"> <li>Be up to date and of Ordnance Survey Quality</li> <li>Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show at least two named roads</li> <li>Show all surrounding buildings which are named or numbered</li> <li>Clearly identify the application site with a red edge and include access</li> <li>Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>Show the precise location of the application site.</li> </ul>	
<b>7)</b>	<p><b>Existing &amp; Proposed Site plans clearly showing/including the following information:</b></p> <ul style="list-style-type: none"> <li>Be at a scale of 1:500 or 1:200 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show the proposed development in relation to all site boundaries and other existing buildings on site or those adjacent to or surrounding the development site.</li> <li>Include written dimensions to all boundaries</li> <li>Indicate any buildings to be demolished/removed</li> </ul>	

	<ul style="list-style-type: none"> <li>All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>Any public rights of way crossing or adjoining the site.</li> <li>The position of all trees on site or those on adjacent land</li> <li>Extents and type of any hard-surfacing/hard-landscaping</li> <li>Elevational details of all boundary treatments including walling/fencing where these are proposed</li> </ul>	
8)	<p><b>Design &amp; Access Statement:</b> Will be required for:</p> <ul style="list-style-type: none"> <li>Development which is classed as major development (10 or more dwellings or where the floor space to be build is 1000 square metres or more or where the site area is 1 hectare or more.</li> <li>Where any part of the development is in a Conservation Area and the development consists of the following: <ul style="list-style-type: none"> <li>The provision of one or more dwelling houses; or</li> <li>The provision of a building or buildings where the floor space created by the development is 100 square metres or more</li> </ul> </li> </ul> <p>Further information can be obtained here - <a href="#">See Design and Access Guidance Note</a></p>	

<b>Local Planning Requirements</b>		
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10)	<p><b>Elevations &amp; Roof Plans:</b></p> <ul style="list-style-type: none"> <li>The following will be required where there are alterations/additions to the external elevations and/or the existing roof:</li> <li>Full existing and proposed elevations at a scale of 1:50 or 1:100 clearly dimensioned to eaves and ridge including dimensions of widths/projections from the existing building</li> <li>Show all details of the proposed development including a roof plan.</li> <li>Show all elevations of the proposal (including where they adjoin a boundary or neighbouring building)</li> <li>Clearly show the relationship between any adjoining buildings/boundaries within close proximity (2 metres) of the proposal and the positions of opening on the adjacent/adjoining adjoining properties.</li> </ul>	
11)	<p><b>Sections:</b> These will be required where:</p> <ul style="list-style-type: none"> <li>The proposal involves a change in ground levels or internal floor levels</li> <li>On sites that are sloping or benefit from a varied topography</li> </ul> <p>The drawings should include the following information:</p> <ul style="list-style-type: none"> <li>Internal finished floor levels and ceiling heights (dimensioned)</li> <li>Existing and proposed land levels (With clear dimensions detailing the change in levels)</li> <li>Be draw to a recognised metric scale at 1:50 or 1:100</li> <li>Show a cross section through the building including the above information including cill/head heights of all openings</li> </ul>	

12)	<p><b>Archaeological Evaluation and Impact Statement:</b></p> <p>Will be required if an application is likely to affect a site of historical or archaeological importance.</p>	
13)	<p><b>Ecological Survey (including Bat &amp; Owl Surveys):</b></p> <ul style="list-style-type: none"> <li>• For sites on or adjacent SSSI or sites of National or Local Importance/Designation including biological heritage sites.</li> </ul> <p>Development that is likely to affect the habitat of a protected species such as:</p> <ul style="list-style-type: none"> <li>• Barn conversions</li> <li>• Demolition of buildings</li> <li>• Work affecting roofspaces or those that include work to the eaves.</li> <li>• Removal of trees or hedgerows of potential habitat</li> </ul>	
14)	<p><b>Flood Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Will be required for all proposed development on sites of 1ha or greater in Flood Zone 1, all proposals for new development in Flood Zones 2, 3 and other areas of known localised flooding.</li> </ul>	
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16)	<p><b>Parking Provision:</b></p> <ul style="list-style-type: none"> <li>• Details of existing and proposed parking arrangements where the proposal will affect existing arrangements or include the creation of additional bedrooms.</li> </ul>	
17)	<p><b>Provision of waste storage:</b></p> <ul style="list-style-type: none"> <li>• Details of proposed location of waste storage where the proposal would affect existing provision or the access to and from the rear of the property.</li> </ul>	
18)	<p><b>Structural Survey/Method Statement:</b></p> <ul style="list-style-type: none"> <li>• Will be required for applications which involve the substantial demolition, structural alteration or conversion of heritage assets.</li> <li>• A Structural Survey will also be required for the conversion of barns in open countryside for housing or employment uses.</li> </ul> <p>The survey should be produced by a registered structural engineer or other qualified person.</p>	
19)	<p><b>Tree Survey/ Arboricultural Impact Assessment:</b></p> <ul style="list-style-type: none"> <li>• This will be required where the proposed development affects or is within influencing distance of trees within or outside the proposal site.</li> </ul>	

**CONSENT TO DISPLAY ADVERTISEMENTS VALIDATION REQUIREMENTS**

RVBC-VR-01

Please refer to full Validation Checklist Guidance Document

The below listed information is always required to validate an application.  
Other information may be required in accordance with the Validation Guidance Documentation.



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Your Case Officer may request additional information post-validation

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FOR COMMENT ONLY

**National Planning Requirements – Mandatory Information**

<b>1)</b>	<p><b>Completed Consent to Display Advertisements Application Form</b></p> <ul style="list-style-type: none"> <li>• All questions answered</li> <li>• Declaration Signed &amp; Dated</li> </ul>	
<b>2)</b>	<p><b>Correct Fee received</b></p> <ul style="list-style-type: none"> <li>• You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><u><a href="#">Download the fees schedule for all English</a></u></p>	
<b>3)</b>	<p><b>Correct Ownership Certification:</b></p> <ul style="list-style-type: none"> <li>• Certificate A – Complete when applicant is sole owner of the site</li> <li>• Certificate B – Complete when the owner of the site is known by the applicant</li> <li>• Certificate C&amp; D – Complete when some or none of the owners of the site are known</li> </ul>	
<b>4)</b>	<p><b>Article 6 Notices:</b> If you have completed Certificate B or C you will need to serve an Article 6 notice on the owner of the land. (Form to be made available on RVBC Website)</p>	
<b>5)</b>	<p><b>Location Plan:</b> Should:</p> <ul style="list-style-type: none"> <li>• Be up to date and of Ordnance Survey Quality</li> <li>• Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>• Show a North point</li> <li>• Show at least two named roads</li> <li>• Show all surrounding buildings which are named or numbered</li> <li>• Clearly identify the application site with a red edge and include access</li> <li>• Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>• Show the precise location of the application site.</li> </ul>	
<b>6)</b>	<p><b>Existing &amp; Proposed Site plans clearly showing/including the following information:</b></p> <ul style="list-style-type: none"> <li>• Be at a scale of 1:500 or 1:200 (Scale must be annotated on the plan)</li> <li>• Show a North point</li> <li>• Show the location of the proposed advertisement in relation to all site boundaries and other existing buildings on site or those adjacent to or surrounding the development site.</li> </ul>	

<b>Local Planning Requirements</b>		
<b>7)</b>	<b>Existing and Proposed Elevations:</b> <ul style="list-style-type: none"> <li>• Be at a scale of 1:100 or 1:50</li> <li>• Show all details of the proposed advertisement</li> <li>• Show clearly the position of the proposed/existing signage</li> <li>• Include dimensions of widths/projections from the existing building</li> </ul>	
<b>8)</b>	<b>Sections:</b> <ul style="list-style-type: none"> <li>• <b>Cross Sectional plans</b> - showing details of illumination – if relevant</li> </ul>	
<b>9)</b>	<b>Heritage Statement:</b> Will be required if the property is listed or lies within a Conservation Area or is a barn	
<b>10)</b>	<b>Drawing/Plan of Proposed Signage:</b> <ul style="list-style-type: none"> <li>• Be at a scale of 1:50</li> <li>• Show all details of the proposed advertisement</li> <li>• Show all elevations of the proposed signage</li> <li>• Include dimensions</li> </ul>	



**APPROVAL OF DETAILS RESERVED BY CONDITION APPLICATION VALIDATION REQUIREMENTS**

RVBC-VR-02

Please refer to full Validation Checklist Guidance Document

The below listed information is always required to validate an application.  
Other information may be required in accordance with the Validation Guidance Documentation.



Ribble Valley  
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**Your Case Officer may request additional information post-validation**

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**National Planning Requirements – Mandatory Information**

<b>1)</b>	<p><b>Completed Approval of Details Reserved by Condition Application Form</b></p> <ul style="list-style-type: none"> <li>• All questions answered</li> <li>• Declaration Signed &amp; Dated</li> </ul>	
<b>2)</b>	<p><b>Correct Fee received</b></p> <ul style="list-style-type: none"> <li>• You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><u><a href="#">Download the fees schedule for all English</a></u></p>	
<b>3)</b>	<p><b>Correct Ownership Certification:</b></p> <ul style="list-style-type: none"> <li>• Certificate A – Complete when applicant is sole owner of the site</li> <li>• Certificate B – Complete when the owner of the site is known by the applicant</li> <li>• Certificate C&amp; D – Complete when some or none of the owners of the site are known</li> </ul>	
<b>4)</b>	<p><b>Agricultural Holdings Certification</b></p>	
<b>5)</b>	<p><b>Article 6 Notices:</b> If you have completed Certificate B or C you will need to serve an Article 6 notice on the owner of the land. (Form to be made available on RVBC Website)</p>	

**Local Planning Requirements**

<b>6)</b>	<p><b>Relevant Plans</b></p> <ul style="list-style-type: none"> <li>• Be at a scale of 1:100 or 1:50 (Scale must be annotated on the plan)</li> <li>• Provide existing and proposed plans to aid comparative study</li> </ul>	
<b>7)</b>	<p><b>Supporting Information:</b> All relevant information to show details of a specified aspect of the development as required by condition.</p>	

**APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE APPROVAL VALIDATION REQUIREMENTS**

RVBC-VR-03

Please refer to full Validation Checklist Guidance Document

The below listed information is always required to validate an application.  
Other information may be required in accordance with the Validation Guidance Documentation.



Ribble Valley  
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Your Case Officer may request additional information post-validation

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**National Planning Requirements – Mandatory Information**

<b>1)</b>	<p><b>Completed Approval of Reserved Matters following Outline Approval Application Form</b></p> <ul style="list-style-type: none"> <li>All questions answered</li> <li>Declaration Signed &amp; Dated</li> </ul>	
<b>2)</b>	<p><b>Correct Fee received</b></p> <ul style="list-style-type: none"> <li>You must provide</li> <li>the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><u><a href="#">Download the fees schedule for all English</a></u></p>	
<b>3)</b>	<p><b>Correct Ownership Certification:</b></p> <ul style="list-style-type: none"> <li>Certificate A – Complete when applicant is sole owner of the site</li> <li>Certificate B – Complete when the owner of the site is known by the applicant</li> <li>Certificate C &amp; D – Complete when some or none of the owners of the site are known</li> </ul>	
<b>4)</b>	<p><b>Agricultural Holdings Certification</b></p>	
<b>5)</b>	<p><b>Article 6 Notices:</b></p> <p>If you have completed Certificate B or C you will need to serve an Article 6 notice on the owner of the land. (Form to be made available on RVBC Website)</p>	
<b>6)</b>	<p><b>Location Plan: Should:</b></p> <ul style="list-style-type: none"> <li>Be up to date and of Ordnance Survey Quality</li> <li>Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show at least two named roads</li> <li>Show all surrounding buildings which are named or numbered</li> <li>Clearly identify the application site with a red edge and include access</li> <li>Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>Show the precise location of the application site.</li> </ul>	
<b>7)</b>	<p><b>Existing &amp; Proposed Site plans clearly showing/including the following information:</b></p> <ul style="list-style-type: none"> <li>Be at a scale of 1:500 or 1:200 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show the proposed development in relation to all site boundaries and other existing</li> </ul>	

	<p>buildings on site or those adjacent to or surrounding the development site.</p> <ul style="list-style-type: none"> <li>• Include written dimensions to all boundaries</li> <li>• Indicate any buildings to be demolished/removed</li> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• Any public rights of way crossing or adjoining the site.</li> <li>• The position of all trees on site or those on adjacent land</li> <li>• Extents and type of any hard-surfacing/hard-landscaping</li> <li>• Elevational details of all boundary treatments including walling/fencing where these are proposed</li> </ul>	
8)	<p><b>Design &amp; Access Statement:</b></p> <p>Will be required for:</p> <ul style="list-style-type: none"> <li>• Development which is classed as major development (10 or more dwellings or where the floor space to be build is 1000 square metres or more or where the site area is 1 hectare or more.</li> <li>• Where any part of the development is in a Conservation Area and the development consists of the following: <ul style="list-style-type: none"> <li>○ The provision of one or more dwelling houses; or</li> <li>○ The provision of a building or buildings where the floor space created by the development is 100 square metres or more</li> </ul> </li> </ul> <p>Further information can be obtained here - <a href="#">See Design and Access Guidance Note</a></p>	

<b>Local Planning Requirements</b>		
9)	<p><b>Floorplans:</b></p> <ul style="list-style-type: none"> <li>• Existing and proposed floorplans to a scale of 1:100 or 1:50</li> <li>• Floorplans to include clear dimensions (external walls)</li> <li>• Show details of the development in context with any adjacent buildings/boundaries (including property numbers where applicable)</li> </ul>	
10)	<p><b>Elevations &amp; Roof Plans:</b></p> <ul style="list-style-type: none"> <li>• The following will be required where there are alterations/additions to the external elevations and/or the existing roof:</li> <li>• Full existing and proposed elevations at a scale of 1:50 or 1:100 clearly dimensioned to eaves and ridge including dimensions of widths/projections from the existing building</li> <li>• Show all details of the proposed development including a roof plan.</li> <li>• Show all elevations of the proposal (including where they adjoin a boundary or neighbouring building)</li> <li>• Clearly show the relationship between any adjoining buildings/boundaries within close proximity (2 metres) of the proposal and the positions of opening on the adjacent/adjoining adjoining properties.</li> </ul>	
11)	<p><b>Sections:</b> These will be required where:</p> <ul style="list-style-type: none"> <li>• The proposal involves a change in ground levels or internal floor levels</li> <li>• On sites that are sloping or benefit from a varied topography</li> </ul>	

	<p>The drawings should include the following information:</p> <ul style="list-style-type: none"> <li>• Internal finished floor levels and ceiling heights (dimensioned)</li> <li>• Existing and proposed land levels (With clear dimensions detailing the change in levels)</li> <li>• Be draw to a recognised metric scale at 1:50 or 1:100</li> <li>• Show a cross section through the building including the above information including cill/head heights of all openings</li> </ul>	
12)	<p><b>Affordable Housing Statement:</b> Will be required for the following proposals:</p> <ul style="list-style-type: none"> <li>• Residential Development/Conversion to provide 4 or more dwellings.</li> <li>• Residential Development on rural exception sites. Proposals involving the development of 100% affordable housing.</li> </ul>	
13)	<p><b>Archaeological Evaluation and Impact Statement</b></p> <ul style="list-style-type: none"> <li>• Will be required if an application is likely to affect a site of historical or archaeological importance.</li> </ul>	
14)	<p><b>Ecological Survey (including Bat &amp; Owl Surveys)</b></p> <ul style="list-style-type: none"> <li>• For sites on or adjacent SSSI or sites of National or Local Importance/Designation including biological heritage sites.</li> </ul> <p>Development that is likely to affect the habitat of a protected species such as:</p> <ul style="list-style-type: none"> <li>• Barn conversions</li> <li>• Demolition of buildings</li> <li>• Work affecting roofspaces or those that include work to the eaves.</li> <li>• Removal of trees or hedgerows of potential habitat.</li> </ul>	
15)	<p><b>Environmental Impact Assessment</b></p> <ul style="list-style-type: none"> <li>• Will be required for any development that is likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under schedule 1 of the EIA Regulation.</li> </ul>	
16)	<p><b>Flood Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Will be required for all proposed development on sites of 1ha or greater in Flood Zone 1, all proposals for new development in Flood Zones 2, 3 and other areas of known localised flooding.</li> </ul>	
17)	<p><b>Heritage Statement:</b></p> <ul style="list-style-type: none"> <li>• Will be required if the property is listed or lies within a Conservation Area or is a barn</li> </ul>	
18)	<p><b>Landscaping Plan:</b></p> <ul style="list-style-type: none"> <li>• Will be required for all major new development</li> </ul>	
19)	<p><b>Noise Impact Assessment:</b></p> <ul style="list-style-type: none"> <li>• Will be required for all proposals that raise issues of disturbance or are considered to be a noise sensitive development will require a Noise Impact Assessment.</li> </ul>	
20)	<p><b>Parking Provision:</b></p> <ul style="list-style-type: none"> <li>• Details of existing and proposed parking arrangements where the proposal will affect existing arrangements or include the creation of additional bedrooms.</li> </ul>	

21)	<p><b>Planning Statement</b></p> <ul style="list-style-type: none"> <li>• Will be required for all major developments.</li> </ul>	
22)	<p><b>Provision of waste storage:</b></p> <ul style="list-style-type: none"> <li>• Details of proposed location of waste storage where the proposal would affect existing provision or the access to and from the rear of the property.</li> </ul>	
23)	<p><b>Public Right of Way Statement</b></p> <ul style="list-style-type: none"> <li>• Will be required for any proposal which involves the diversion or closure of a public right of way.</li> <li>• The statement should indicate what measures are proposed to protect the interests of users of any public right of way which crosses or is near to the site, both while the development is taking place and in the longer term.</li> </ul>	
24)	<p><b>Structural Survey/Method Statement</b></p> <ul style="list-style-type: none"> <li>• Will be required for applications which involve the substantial demolition, structural alteration or conversion of heritage assets.</li> <li>• A Structural Survey will also be required for the conversion of barns in open countryside for housing or employment uses.</li> <li>• The survey should be produced by a registered structural engineer or other qualified person.</li> </ul>	
25)	<p><b>Transport Assessment (Including a Travel Plan)</b></p> <ul style="list-style-type: none"> <li>• Will be required for all Major Planning Applications</li> </ul>	
26)	<p><b>Tree Survey/ Arboricultural Impact Assessment:</b></p> <ul style="list-style-type: none"> <li>• This will be required where the proposed development affects or is within influencing distance of trees within or outwith the proposal site.</li> </ul>	

**NOTIFICATION FOR PRIOR APPROVAL FOR A PROPOSED CHANGE OF USE OF AN AGRICULTURAL BUILDING TO A DWELLINGHOUSE (CLASS C3), AND FOR ASSOCIATED OPERATIONAL DEVELOPMENT VALIDATION REQUIREMENTS**

RVBC-VR-06

Please refer to full Validation Checklist Guidance Document

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Your Case Officer may request additional information post-validation

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FOR COMMENT ONLY

**National Planning Requirements – Mandatory Information**

1)	<p><b>Completed Notification for Prior Approval for a proposed change of use of an agricultural building to a dwellinghouse (class c3), and for associated operational development Application Form:</b></p> <ul style="list-style-type: none"> <li>All questions answered</li> <li>Declaration Signed &amp; Dated</li> </ul>	
2)	<p><b>Correct Fee received:</b></p> <ul style="list-style-type: none"> <li>You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> <li>Class A only - £80</li> <li>Class B only - £80</li> <li>Class A &amp; B - £172</li> </ul> <p><u><a href="#">Download the fees schedule for all English</a></u></p>	
3)	<p><b>Location Plan: Should:</b></p> <ul style="list-style-type: none"> <li>Be up to date and of Ordnance Survey Quality</li> <li>Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show at least two named roads</li> <li>Show all surrounding buildings which are named or numbered</li> <li>Clearly identify the application site with a red edge and include access</li> <li>Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>Show the precise location of the application site.</li> </ul>	
4)	<p><b>Existing &amp; Proposed Site plans clearly showing/including the following information:</b></p> <ul style="list-style-type: none"> <li>Be at a scale of 1:500 or 1:200 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show the proposed development in relation to all site boundaries and other existing buildings on site or those adjacent to or surrounding the development site.</li> <li>Include written dimensions to all boundaries</li> <li>Indicate any buildings to be demolished/removed</li> <li>All buildings, roads and footpaths on land adjoining the site including access</li> </ul>	

	<p>arrangements</p> <ul style="list-style-type: none"> <li>• Any public rights of way crossing or adjoining the site.</li> <li>• The position of all trees on site or those on adjacent land</li> <li>• Extents and type of any hard-surfacing/hard-landscaping</li> <li>• Elevational details of all boundary treatments including walling/fencing where these are proposed</li> </ul>	
5)	<p><b>Design &amp; Access Statement:</b> Will be required for:</p> <ul style="list-style-type: none"> <li>• Development which is classed as major development (10 or more dwellings or where the floor space to be build is 1000 square metres or more or where the site area is 1 hectare or more.</li> <li>• Where any part of the development is in a Conservation Area and the development consists of the following: <ul style="list-style-type: none"> <li>○ The provision of one or more dwelling houses; or</li> <li>○ The provision of a building or buildings where the floor space created by the development is 100 square metres or more</li> </ul> </li> </ul> <p>Further information can be obtained here - <a href="#">See Design and Access Guidance Note</a></p>	

<b>Local Planning Requirements</b>		
6)	<p><b>Floorplans:</b></p> <ul style="list-style-type: none"> <li>• Existing and proposed floorplans to a scale of 1:100 or 1:50</li> <li>• Floorplans to include clear dimensions (external walls)</li> <li>• Show details of the development in context with any adjacent buildings/boundaries (including property numbers where applicable)</li> </ul>	
7)	<p><b>Elevations &amp; Roof Plans:</b></p> <ul style="list-style-type: none"> <li>• The following will be required where there are alterations/additions to the external elevations and/or the existing roof:</li> <li>• Full existing and proposed elevations at a scale of 1:50 or 1:100 clearly dimensioned to eaves and ridge including dimensions of widths/projections from the existing building</li> <li>• Show all details of the proposed development including a roof plan.</li> <li>• Show all elevations of the proposal (including where they adjoin a boundary or neighbouring building)</li> <li>• Clearly show the relationship between any adjoining buildings/boundaries within close proximity (2 metres) of the proposal and the positions of opening on the adjacent/adjoining adjoining properties.</li> </ul>	
8)	<p><b>Sections:</b> These will be required where:</p> <ul style="list-style-type: none"> <li>• The proposal involves a change in ground levels or internal floor levels</li> <li>• On sites that are sloping or benefit from a varied topography</li> </ul> <p>The drawings should include the following information:</p> <ul style="list-style-type: none"> <li>• Internal finished floor levels and ceiling heights (dimensioned)</li> <li>• Existing and proposed land levels (With clear dimensions detailing the change in levels)</li> <li>• Be draw to a recognised metric scale at 1:50 or 1:100</li> <li>• Show a cross section through the building including the above information including cill/head heights of all openings</li> </ul>	

9)	<p><b>Heritage Statement:</b></p> <p>Will be required if the property is listed or lies within a Conservation Area or is a barn</p>	
10)	<p><b>Archaeological Evaluation and Impact Statement:</b></p> <ul style="list-style-type: none"> <li>• Will be required if an application is likely to affect a site of historical or archaeological importance.</li> </ul>	
11)	<p><b>Ecological Survey (including Bat &amp; Owl Surveys):</b></p> <ul style="list-style-type: none"> <li>• For sites on or adjacent SSSI or sites of National or Local Importance/Designation including biological heritage sites.</li> </ul> <p>Development that is likely to affect the habitat of a protected species such as:</p> <ul style="list-style-type: none"> <li>• Barn conversions</li> <li>• Demolition of buildings</li> <li>• Work affecting roofspaces or those that include work to the eaves.</li> <li>• Removal of trees or hedgerows of potential habitat.</li> </ul>	
12)	<p><b>Flood Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Will be required for all proposed development on sites of 1ha or greater in Flood Zone 1, all proposals for new development in Flood Zones 2, 3 and other areas of known localised flooding.</li> </ul>	
13)	<p><b>Parking Provision:</b></p> <ul style="list-style-type: none"> <li>• Details of existing and proposed parking arrangements where the proposal will affect existing arrangements or include the creation of additional bedrooms.</li> </ul>	
14)	<p><b>Provision of waste storage:</b></p> <ul style="list-style-type: none"> <li>• Details of proposed location of waste storage where the proposal would affect existing provision or the access to and from the rear of the property.</li> </ul>	
15)	<p><b>Tree Survey/ Arboricultural Impact Assessment:</b></p> <ul style="list-style-type: none"> <li>• This will be required where the proposed development affects or is within influencing distance of trees within or outside the proposal site.</li> </ul>	
16)	<p><b>Structural Survey/Method Statement:</b></p> <ul style="list-style-type: none"> <li>• Will be required for applications which involve the substantial demolition, structural alteration or conversion of heritage assets.</li> <li>• A Structural Survey will also be required for the conversion of barns in open countryside for housing or employment uses.</li> <li>• The survey should be produced by a registered structural engineer or other qualified person.</li> </ul>	



**LAWFULL DEVELOPMENT CERTIFICATE - EXISTING APPLICATION VALIDATION REQUIREMENTS**

RVBC-VR-04

Please refer to full Validation Checklist Guidance Document

The below listed information is always required to validate an application.  
Other information may be required in accordance with the Validation Guidance Documentation.



Ribble Valley Borough Council

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Your Case Officer may request additional information post-validation

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**National Planning Requirements – Mandatory Information**

1)	<p><b>Completed Lawful Development Certificate for an Existing use or operation or activity including those in breach of a planning condition Application Form :</b></p> <ul style="list-style-type: none"> <li>• All questions answered</li> <li>• Declaration Signed &amp; Dated</li> </ul>
2)	<p><b>Correct Fee received :</b></p> <ul style="list-style-type: none"> <li>• You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><a href="#">Download the fees schedule for all English</a></p>
3)	<p><b>Location Plan: Should:</b></p> <ul style="list-style-type: none"> <li>• Be up to date and of Ordnance Survey Quality</li> <li>• Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>• Show a North point</li> <li>• Show at least two named roads</li> <li>• Show all surrounding buildings which are named or numbered</li> <li>• Clearly identify the application site with a red edge and include access</li> <li>• Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>• Show the precise location of the application site.</li> </ul>
4)	<p><b>Existing &amp; Proposed Site plans clearly showing/including the following information:</b></p> <ul style="list-style-type: none"> <li>• Be at a scale of 1:500 or 1:200 (Scale must be annotated on the plan)</li> <li>• Show a North point</li> <li>• Show the proposed development in relation to all site boundaries and other existing buildings on site or those adjacent to or surrounding the development site.</li> <li>• Include written dimensions to all boundaries</li> <li>• Indicate any buildings to be demolished/removed</li> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• Any public rights of way crossing or adjoining the site.</li> <li>• The position of all trees on site or those on adjacent land</li> <li>• Extents and type of any hard-surfacing/hard-landscaping</li> <li>• Elevational details of all boundary treatments including walling/fencing where these are proposed</li> </ul>

<b>Local Planning Requirements</b>		
<b>5)</b>	<p><b>Floorplans:</b></p> <ul style="list-style-type: none"> <li>• Existing and proposed floorplans to a scale of 1:100 or 1:50</li> <li>• Floorplans to include clear dimensions (external walls)</li> <li>• Show details of the development in context with any adjacent buildings/boundaries (including property numbers where applicable)</li> </ul>	
<b>5)</b>	<p><b>Elevations &amp; Roof Plans:</b></p> <ul style="list-style-type: none"> <li>• The following will be required where there are alterations/additions to the external elevations and/or the existing roof:</li> <li>• Full existing and proposed elevations at a scale of 1:50 or 1:100 clearly dimensioned to eaves and ridge including dimensions of widths/projections from the existing building</li> <li>• Show all details of the proposed development including a roof plan.</li> <li>• Show all elevations of the proposal (including where they adjoin a boundary or neighbouring building)</li> <li>• Clearly show the relationship between any adjoining buildings/boundaries within close proximity (2 metres) of the proposal and the positions of opening on the adjacent/adjoining adjoining properties.</li> </ul>	
<b>6)</b>	<p><b>Sections:</b> These will be required where:</p> <ul style="list-style-type: none"> <li>• The proposal involves a change in ground levels or internal floor levels</li> <li>• On sites that are sloping or benefit from a varied topography</li> </ul> <p>The drawings should include the following information:</p> <ul style="list-style-type: none"> <li>• Internal finished floor levels and ceiling heights (dimensioned)</li> <li>• Existing and proposed land levels (With clear dimensions detailing the change in levels)</li> <li>• Be draw to a recognised metric scale at 1:50 or 1:100</li> <li>• Show a cross section through the building including the above information including cill/head heights of all openings</li> </ul>	
<b>7)</b>	<p><b>Note - The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.</b></p>	

**LAWFULL DEVELOPMENT CERTIFICATE - PROPOSED APPLICATION VALIDATION REQUIREMENTS**

RVBC-VR-05

Please refer to full Validation Checklist Guidance Document

The below listed information is always required to validate an application.  
Other information may be required in accordance with the Validation Guidance Documentation.



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Your Case Officer may request additional information post-validation

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FOR COMMENT ONLY

**National Planning Requirements – Mandatory Information**

1)	<p><b>Completed Lawful Development Certificate for a Proposed Use or Development Application Form:</b></p> <ul style="list-style-type: none"> <li>• All questions answered</li> <li>• Declaration Signed &amp; Dated</li> </ul>	
2)	<p><b>Correct Fee received:</b></p> <ul style="list-style-type: none"> <li>• You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><u><a href="#">Download the fees schedule for all English</a></u></p>	
3)	<p><b>Location Plan:</b> Should:</p> <ul style="list-style-type: none"> <li>• Be up to date and of Ordnance Survey Quality</li> <li>• Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>• Show a North point</li> <li>• Show at least two named roads</li> <li>• Show all surrounding buildings which are named or numbered</li> <li>• Clearly identify the application site with a red edge and include access</li> <li>• Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>• Show the precise location of the application site.</li> </ul>	
4)	<p><b>Existing &amp; Proposed Site plans clearly showing/including the following information:</b></p> <ul style="list-style-type: none"> <li>• Be at a scale of 1:500 or 1:200 (Scale must be annotated on the plan)</li> <li>• Show a North point</li> <li>• Show the proposed development in relation to all site boundaries and other existing buildings on site or those adjacent to or surrounding the development site.</li> <li>• Include written dimensions to all boundaries</li> <li>• Indicate any buildings to be demolished/removed</li> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• Any public rights of way crossing or adjoining the site.</li> <li>• The position of all trees on site or those on adjacent land</li> <li>• Extents and type of any hard-surfacing/hard-landscaping</li> <li>• Elevational details of all boundary treatments including walling/fencing where these are proposed</li> </ul>	

<b>Local Planning Requirements</b>		
<b>5)</b>	<p><b>Floorplans:</b></p> <ul style="list-style-type: none"> <li>Existing and proposed floorplans to a scale of 1:100 or 1:50</li> <li>Floorplans to include clear dimensions (external walls)</li> <li>Show details of the development in context with any adjacent buildings/boundaries (including property numbers where applicable)</li> </ul>	
<b>5)</b>	<p><b>Elevations &amp; Roof Plans:</b></p> <ul style="list-style-type: none"> <li>The following will be required where there are alterations/additions to the external elevations and/or the existing roof:</li> <li>Full existing and proposed elevations at a scale of 1:50 or 1:100 clearly dimensioned to eaves and ridge including dimensions of widths/projections from the existing building</li> <li>Show all details of the proposed development including a roof plan.</li> <li>Show all elevations of the proposal (including where they adjoin a boundary or neighbouring building)</li> <li>Clearly show the relationship between any adjoining buildings/boundaries within close proximity (2 metres) of the proposal and the positions of opening on the adjacent/adjoining adjoining properties.</li> </ul>	
<b>6)</b>	<p><b>Sections:</b> These will be required where:</p> <ul style="list-style-type: none"> <li>The proposal involves a change in ground levels or internal floor levels</li> <li>On sites that are sloping or benefit from a varied topography</li> </ul> <p>The drawings should include the following information:</p> <ul style="list-style-type: none"> <li>Internal finished floor levels and ceiling heights (dimensioned)</li> <li>Existing and proposed land levels (With clear dimensions detailing the change in levels)</li> <li>Be draw to a recognised metric scale at 1:50 or 1:100</li> <li>Show a cross section through the building including the above information including cill/head heights of all openings</li> </ul>	
<b>7)</b>	<p><b>Note - The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.</b></p>	

**FULL APPLICATION VALIDATION REQUIREMENTS**

RVBC-VR-06

Please refer to full Validation Checklist Guidance Document

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**Your Case Officer may request additional information post-validation**

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**National Planning Requirements – Mandatory Information**

1)	<p><b>Completed Full Planning Permission Application Form:</b></p> <ul style="list-style-type: none"> <li>All questions answered</li> <li>Declaration Signed &amp; Dated</li> </ul>	
2)	<p><b>Correct Fee received:</b></p> <ul style="list-style-type: none"> <li>You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><u><a href="#">Download the fees schedule for all English</a></u></p>	
3)	<p><b>Correct Ownership Certification:</b></p> <ul style="list-style-type: none"> <li>Certificate A – Complete when applicant is sole owner of the site</li> <li>Certificate B – Complete when the owner of the site is known by the applicant</li> <li>Certificate C &amp; D – Complete when some or none of the owners of the site are known</li> </ul>	
4)	<p><b>Agricultural Holdings Certification</b></p>	
5)	<p><b>Article 6 Notices:</b></p> <p>If you have completed Certificate B or C you will need to serve an Article 6 notice on the owner of the land. (Form to be made available on RVBC Website)</p>	
6)	<p><b>Location Plan:</b> Should:</p> <ul style="list-style-type: none"> <li>Be up to date and of Ordnance Survey Quality</li> <li>Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show at least two named roads</li> <li>Show all surrounding buildings which are named or numbered</li> <li>Clearly identify the application site with a red edge and include access</li> <li>Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>Show the precise location of the application site.</li> </ul>	
7)	<p><b>Existing &amp; Proposed Site plans clearly showing/including the following information:</b></p> <ul style="list-style-type: none"> <li>Be at a scale of 1:500 or 1:200 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show the proposed development in relation to all site boundaries and other existing buildings on site or those adjacent to or surrounding the development site.</li> <li>Include written dimensions to all boundaries</li> <li>Indicate any buildings to be demolished/removed</li> </ul>	

	<ul style="list-style-type: none"> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• Any public rights of way crossing or adjoining the site.</li> <li>• The position of all trees on site or those on adjacent land</li> <li>• Extents and type of any hard-surfacing/hard-landscaping</li> <li>• Elevational details of all boundary treatments including walling/fencing where these are proposed</li> </ul>	
8)	<p><b>Design &amp; Access Statement:</b> Will be required for:</p> <ul style="list-style-type: none"> <li>• Development which is classed as major development (10 or more dwellings or where the floor space to be build is 1000 square metres or more or where the site area is 1 hectare or more.</li> <li>• Where any part of the development is in a Conservation Area and the development consists of the following: <ul style="list-style-type: none"> <li>○ The provision of one or more dwelling houses; or</li> <li>○ The provision of a building or buildings where the floor space created by the development is 100 square metres or more</li> </ul> </li> </ul> <p>Further information can be obtained here - <a href="#">See Design and Access Guidance Note</a></p>	

<b>Local Planning Requirements</b>		
9)	<p><b>Floorplans:</b></p> <ul style="list-style-type: none"> <li>• Existing and proposed floorplans to a scale of 1:100 or 1:50</li> <li>• Floorplans to include clear dimensions (external walls)</li> <li>• Show details of the development in context with any adjacent buildings/boundaries (including property numbers where applicable)</li> </ul>	
10)	<p><b>Elevations &amp; Roof Plans:</b></p> <ul style="list-style-type: none"> <li>• The following will be required where there are alterations/additions to the external elevations and/or the existing roof:</li> <li>• Full existing and proposed elevations at a scale of 1:50 or 1:100 clearly dimensioned to eaves and ridge including dimensions of widths/projections from the existing building</li> <li>• Show all details of the proposed development including a roof plan.</li> <li>• Show all elevations of the proposal (including where they adjoin a boundary or neighbouring building)</li> <li>• Clearly show the relationship between any adjoining buildings/boundaries within close proximity (2 metres) of the proposal and the positions of opening on the adjacent/adjoining adjoining properties.</li> </ul>	
11)	<p><b>Sections:</b> These will be required where:</p> <ul style="list-style-type: none"> <li>• The proposal involves a change in ground levels or internal floor levels</li> <li>• On sites that are sloping or benefit from a varied topography</li> </ul> <p>The drawings should include the following information:</p> <ul style="list-style-type: none"> <li>• Internal finished floor levels and ceiling heights (dimensioned)</li> <li>• Existing and proposed land levels (With clear dimensions detailing the change in levels)</li> <li>• Be draw to a recognised metric scale at 1:50 or 1:100</li> <li>• Show a cross section through the building including the above information including</li> </ul>	

	cill/head heights of all openings	
12)	<b>Flood Risk Assessment:</b> <ul style="list-style-type: none"> <li>Will be required for all proposed development on sites of 1ha or greater in Flood Zone 1, all proposals for new development in Flood Zones 2, 3 and other areas of known localised flooding.</li> </ul>	
13)	<b>Heritage Statement:</b> <ul style="list-style-type: none"> <li>Will be required if the property is listed or lies within a Conservation Area or is a barn</li> </ul>	
14)	<b>Parking Provision:</b> <ul style="list-style-type: none"> <li>Details of existing and proposed parking arrangements where the proposal will affect existing arrangements or include the creation of additional bedrooms.</li> </ul>	
15)	<b>Provision of waste storage:</b> <ul style="list-style-type: none"> <li>Details of proposed location of waste storage where the proposal would affect existing provision or the access to and from the rear of the property.</li> </ul>	

**NOTIFICATION FOR PRIOR APPROVAL OF A PROPOSED LARGER HOME EXTENSION VALIDATION REQUIREMENTS**

RVBC-VR-07

Please refer to full Validation Checklist Guidance Document

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**National Planning Requirements – Mandatory Information**

1)	<p><b>Completed Notification for Prior Approval of a Proposed Larger Home Extension Application Form:</b></p> <ul style="list-style-type: none"> <li>• All questions answered</li> <li>• Declaration Signed &amp; Dated</li> </ul>
	<p><b>Location Plan:</b> Should:</p> <ul style="list-style-type: none"> <li>• Be up to date and of Ordnance Survey Quality</li> <li>• Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>• Show a North point</li> <li>• Show at least two named roads</li> <li>• Show all surrounding buildings which are named or numbered</li> <li>• Clearly identify the application site with a red edge and include access</li> <li>• Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>• Show the precise location of the application site.</li> </ul>
	<p><b>Existing &amp; Proposed Site plans clearly showing/including the following information:</b></p> <ul style="list-style-type: none"> <li>• Be at a scale of 1:500 or 1:200 (Scale must be annotated on the plan)</li> <li>• Show a North point</li> <li>• Show the proposed development in relation to all site boundaries and other existing buildings on site or those adjacent to or surrounding the development site.</li> </ul>

<b>Local Planning Requirements</b>	
9)	<p><b>Floorplans:</b></p> <ul style="list-style-type: none"> <li>• Existing and proposed floorplans to a scale of 1:100 or 1:50</li> <li>• Floorplans to include clear dimensions (external walls)</li> <li>• Show details of the development in context with any adjacent buildings/boundaries (including property numbers where applicable)</li> </ul>
10)	<p><b>Elevations &amp; Roof Plans:</b></p> <ul style="list-style-type: none"> <li>• The following will be required where there are alterations/additions to the external elevations and/or the existing roof:</li> <li>• Full existing and proposed elevations at a scale of 1:50 or 1:100 clearly dimensioned to eaves and ridge including dimensions of widths/projections from the existing building</li> <li>• Show all details of the proposed development including a roof plan.</li> <li>• Show all elevations of the proposal (including where they adjoin a boundary or neighbouring building)</li> </ul>



- |  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"><li>• Clearly show the relationship between any adjoining buildings/boundaries within close proximity (2 metres) of the proposal and the positions of opening on the adjacent/adjoining adjoining properties.</li></ul> |  |
|--|---|--|

**CONSENT FOR LISTED BUILDING VALIDATION REQUIREMENTS**

RVBC-VR-03

Please refer to full Validation Checklist Guidance Document

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**Your Case Officer may request additional information post-validation**

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**FOR COMMENT ONLY**

**National Planning Requirements – Mandatory Information**

<b>1)</b>	<b>Completed Listed Building Consent Application Form:</b>	<ul style="list-style-type: none"> <li>• All questions answered</li> <li>• Declaration Signed &amp; Dated</li> </ul>
<b>2)</b>	<b>Correct Ownership Certification:</b>	<ul style="list-style-type: none"> <li>• Certificate A – Complete when applicant is sole owner of the site</li> <li>• Certificate B – Complete when the owner of the site is known by the applicant</li> <li>• Certificate C&amp; D – Complete when some or none of the owners of the site are known</li> </ul>
<b>3)</b>	<b>Agricultural Holdings Certification</b>	
<b>4)</b>	<b>Article 6 Notices:</b>	If you have completed Certificate B or C you will need to serve an Article 6 notice on the owner of the land. (Form to be made available on RVBC Website)
<b>5)</b>	<b>Location Plan: Should:</b>	<ul style="list-style-type: none"> <li>• Be up to date and of Ordnance Survey Quality</li> <li>• Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>• Show a North point</li> <li>• Show at least two named roads</li> <li>• Show all surrounding buildings which are named or numbered</li> <li>• Clearly identify the application site with a red edge and include access</li> <li>• Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>• Show the precise location of the application site.</li> </ul>
<b>6)</b>	<b>Existing &amp; Proposed Site plans clearly showing/including the following information:</b>	<ul style="list-style-type: none"> <li>• Be at a scale of 1:500 or 1:200 (Scale must be annotated on the plan)</li> <li>• Show a North point</li> <li>• Show the proposed development in relation to all site boundaries and other existing buildings on site or those adjacent to or surrounding the development site.</li> <li>• Include written dimensions to all boundaries</li> <li>• Indicate any buildings to be demolished/removed</li> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• Any public rights of way crossing or adjoining the site.</li> <li>• The position of all trees on site or those on adjacent land</li> </ul>

	<ul style="list-style-type: none"> <li>• Extents and type of any hard-surfacing/hard-landscaping</li> <li>• Elevational details of all boundary treatments including walling/fencing where these are proposed</li> </ul>	
7)	<p><b>Design &amp; Access Statement:</b></p> <p>Will be required for:</p> <ul style="list-style-type: none"> <li>• Development which is classed as major development (10 or more dwellings or where the floor space to be build is 1000 square metres or more or where the site area is 1 hectare or more.</li> <li>• Where any part of the development is in a Conservation Area and the development consists of the following: <ul style="list-style-type: none"> <li>○ The provision of one or more dwelling houses; or</li> <li>○ The provision of a building or buildings where the floor space created by the development is 100 square metres or more</li> </ul> </li> </ul> <p>Further information can be obtained here - <a href="#">See Design and Access Guidance Note</a></p>	

<b>Local Planning Requirements</b>		
9)	<p><b>Floorplans:</b></p> <ul style="list-style-type: none"> <li>• Existing and proposed floorplans to a scale of 1:100 or 1:50</li> <li>• Floorplans to include clear dimensions (external walls)</li> <li>• Show details of the development in context with any adjacent buildings/boundaries (including property numbers where applicable)</li> </ul>	
10)	<p><b>Elevations &amp; Roof Plans:</b></p> <ul style="list-style-type: none"> <li>• The following will be required where there are alterations/additions to the external elevations and/or the existing roof:</li> <li>• Full existing and proposed elevations at a scale of 1:50 or 1:100 clearly dimensioned to eaves and ridge including dimensions of widths/projections from the existing building</li> <li>• Show all details of the proposed development including a roof plan.</li> <li>• Show all elevations of the proposal (including where they adjoin a boundary or neighbouring building)</li> <li>• Clearly show the relationship between any adjoining buildings/boundaries within close proximity (2 metres) of the proposal and the positions of opening on the adjacent/adjoining adjoining properties.</li> <li>•</li> </ul>	
11)	<p><b>Sections:</b> These will be required where:</p> <ul style="list-style-type: none"> <li>• The proposal involves a change in ground levels or internal floor levels</li> <li>• On sites that are sloping or benefit from a varied topography</li> </ul> <p>The drawings should include the following information:</p> <ul style="list-style-type: none"> <li>• Internal finished floor levels and ceiling heights (dimensioned)</li> <li>• Existing and proposed land levels (With clear dimensions detailing the change in levels)</li> <li>• Be draw to a recognised metric scale at 1:50 or 1:100</li> <li>• Show a cross section through the building including the above information including cill/head heights of all openings</li> </ul>	

12)	<p><b>Heritage Statement:</b></p> <ul style="list-style-type: none"> <li>Will be required if the property is listed or lies within a Conservation Area or is a barn.</li> </ul> <p>A Heritage Asset Statement should contain a Statement of Significance and an Impact Assessment. The Statement of Significance must contain a description of the significance of all of the particular parts of the asset that will be affected by the proposal, along with, where relevant, an assessment of the contribution that the setting of the asset makes to that significance. The Impact Assessment should identify the affect that your proposals will have on the significance of the asset.</p>	
13)	<p><b>Archaeological Evaluation and Impact Statement</b></p> <ul style="list-style-type: none"> <li>Will be required if an application is likely to affect a site of historical or archaeological importance.</li> </ul>	
14)	<p><b>Ecological Survey (including Bat &amp; Owl Surveys)</b></p> <ul style="list-style-type: none"> <li>For sites on or adjacent SSSI or sites of National or Local Importance/Designation including biological heritage sites.</li> </ul> <p>Development that is likely to affect the habitat of a protected species such as:</p> <ul style="list-style-type: none"> <li>Barn conversions</li> <li>Demolition of buildings</li> <li>Work affecting roofspaces or those that include work to the eaves.</li> <li>Removal of trees or hedgerows of potential habitat.</li> </ul>	
15)	<p><b>Flood Risk Assessment:</b></p> <p>Will be required for all proposed development on sites of 1ha or greater in Flood Zone 1, all proposals for new development in Flood Zones 2, 3 and other areas of known localised flooding.</p>	
16)	<p><b>Parking Provision:</b></p> <p>Details of existing and proposed parking arrangements where the proposal will affect existing arrangements or include the creation of additional bedrooms.</p>	
17)	<p><b>Structural Survey/Method Statement</b></p> <ul style="list-style-type: none"> <li>Will be required for applications which involve the substantial demolition, structural alteration or conversion of heritage assets.</li> <li>A Structural Survey will also be required for the conversion of barns in open countryside for housing or employment uses. The survey should be produced by a registered structural engineer or other qualified person.</li> </ul>	

**NON-MATERIAL AMENDMENT APPLICATION VALIDATION REQUIREMENTS**

RVBC-VR-07

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Your Case Officer may request additional information post-validation

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FOR COMMENT ONLY

**National Planning Requirements – Mandatory Information**

<b>1)</b>	<b>Completed Non-Material Amendment Application Form:</b>	<ul style="list-style-type: none"> <li>• All questions answered</li> <li>• Declaration Signed &amp; Dated</li> </ul>	
<b>2)</b>	<b>Correct Fee received:</b>	<ul style="list-style-type: none"> <li>• You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><a href="#">Download the fees schedule for all English</a></p>	
<b>3)</b>	<b>Correct Ownership Certification:</b>	<ul style="list-style-type: none"> <li>• Certificate A – Complete when applicant is sole owner of the site</li> <li>• Certificate B – Complete when the owner of the site is known by the applicant</li> <li>• Certificate C &amp; D – Complete when some or none of the owners of the site are known</li> </ul>	
<b>4)</b>	<b>Agricultural Holdings Certification</b>		
<b>5)</b>	<b>Article 6 Notices:</b>	If you have completed Certificate B or C you will need to serve an Article 6 notice on the owner of the land. (Form to be made available on RVBC Website)	

**Local Planning Requirements**

<b>6)</b>	<b>Proposed amended Site plan (if relevant). The plan should show/include the following information:</b>	<ul style="list-style-type: none"> <li>• Be at a scale of 1:500 or 1:200</li> <li>• Show a North point</li> <li>• Provide the approved site plan and the proposed amended site plan to aid comparative study</li> </ul>	
<b>7)</b>	<b>Proposed amended Floorplans (if relevant). The plan should show/include the following information:</b>	<ul style="list-style-type: none"> <li>• Be at a scale of 1:100 or 1:50</li> <li>• Include clear dimensions</li> </ul>	

	<ul style="list-style-type: none"><li>• Provide the approved floor plan and the proposed amended floor plan to aid comparative study</li></ul>	
	<p><b>Proposed amended Elevations &amp; Roof Plans (if relevant). The plan should show/include the following information:</b></p> <ul style="list-style-type: none"><li>• Be at a scale of 1:100 or 1:50</li><li>• Include clear dimensions</li><li>• Provide the approved elevations &amp; roof plans and the proposed amended elevation &amp; roof plans to aid comparative study</li></ul>	

**OUTLINE PLANNING PERMISSION WITH ALL MATTERS RESERVED VALIDATION REQUIREMENTS**

RVBC-VR-03

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**National Planning Requirements – Mandatory Information**

<b>1)</b>	<p><b>Completed Outline Planning Permission with All Matters Reserved Application Form</b></p> <ul style="list-style-type: none"> <li>All questions answered</li> <li>Declaration Signed &amp; Dated</li> </ul>	
<b>2)</b>	<p><b>Correct Fee received</b></p> <ul style="list-style-type: none"> <li>You must provide</li> <li>the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><u><a href="#">Download the fees schedule for all English</a></u></p>	
<b>3)</b>	<p><b>Correct Ownership Certification:</b></p> <ul style="list-style-type: none"> <li>Certificate A – Complete when applicant is sole owner of the site</li> <li>Certificate B – Complete when the owner of the site is known by the applicant</li> <li>Certificate C &amp; D – Complete when some or none of the owners of the site are known</li> </ul>	
<b>4)</b>	<p><b>Article 6 Notices:</b></p> <p>If you have completed Certificate B or C you will need to serve an Article 6 notice on the owner of the land. (Form to be made available on RVBC Website)</p>	
<b>5)</b>	<p><b>Location Plan:</b> Should:</p> <ul style="list-style-type: none"> <li>Be up to date and of Ordnance Survey Quality</li> <li>Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show at least two named roads</li> <li>Show all surrounding buildings which are named or numbered</li> <li>Clearly identify the application site with a red edge and include access</li> <li>Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>Show the precise location of the application site.</li> </ul>	
<b>6)</b>	<p><b>Design &amp; Access Statement:</b></p> <p>Will be required for:</p> <ul style="list-style-type: none"> <li>Development which is classed as major development (10 or more dwellings or where the floor space to be build is 1000 square metres or more or where the site area is 1</li> </ul>	

	<p>hectare or more.</p> <ul style="list-style-type: none"> <li>• Where any part of the development is in a Conservation Area and the development consists of the following: <ul style="list-style-type: none"> <li>○ The provision of one or more dwelling houses; or</li> <li>○ The provision of a building or buildings where the floor space created by the development is 100 square metres or more</li> </ul> </li> </ul> <p>Further information can be obtained here - <a href="#">See Design and Access Guidance Note</a></p>	
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<b>Local Planning Requirements</b>		
<b>7)</b>	<p><b>Heritage Statement:</b></p> <ul style="list-style-type: none"> <li>• Will be required if the property is listed or lies within a Conservation Area or is a barn</li> </ul>	
<b>8)</b>	<p><b>Planning Statement</b></p> <ul style="list-style-type: none"> <li>• Will be required for all major developments.</li> </ul>	
<b>9)</b>	<p><b>Ecological Survey (including Bat &amp; Owl Surveys)</b></p> <ul style="list-style-type: none"> <li>• For sites on or adjacent SSSI or sites of National or Local Importance/Designation including biological heritage sites.</li> </ul> <p>Development that is likely to affect the habitat of a protected species such as:</p> <ul style="list-style-type: none"> <li>• Barn conversions</li> <li>• Demolition of buildings</li> <li>• Work affecting roofspaces or those that include work to the eaves.</li> <li>• Removal of trees or hedgerows of potential habitat.</li> </ul>	
<b>10)</b>	<p><b>Tree Survey/ Arboricultural Impact Assessment:</b></p> <p>This will be required where the proposed development affects or is within influencing distance of trees within or outwith the proposal site.</p>	
<b>11)</b>	<p><b>Environmental Impact Assessment</b></p> <ul style="list-style-type: none"> <li>• Will be required for any development that is likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under schedule 1 of the EIA Regulation.</li> </ul>	
<b>12)</b>	<p><b>Transport Assessment (Including a Travel Plan)</b></p> <p>Will be required for all Major Planning Applications</p>	
<b>13)</b>	<p><b>Parking Provision:</b></p> <ul style="list-style-type: none"> <li>• Details of existing and proposed parking arrangements where the proposal will affect existing arrangements or include the creation of additional bedrooms</li> </ul>	
<b>14)</b>	<p><b>Flood Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Will be required for all proposed development on sites of 1ha or greater in Flood Zone 1, all proposals for new development in Flood Zones 2, 3 and other areas of known localised flooding.</li> </ul>	



15)	<p><b>Foul and Surface Water Drainage Assessment:</b></p> <ul style="list-style-type: none"> <li>• A Foul Sewage Assessment will be required in the event that either an existing or proposed non-mains system is to be used. In the event that a non-mains system is proposed a drainage specialist or surveyor with appropriate indemnity insurance should carry out an assessment. The submission of the assessment of the non-mains system is required in all cases prior to the validation of the application.</li> </ul>	
16)	<p><b>Marketing and Viability Statements:</b></p> <ul style="list-style-type: none"> <li>• Proposals involving the re-development of buildings for residential uses not in general accordance with the objectives and policies of the Development Plan may require a Marketing and Viability Statement.</li> <li>• The statement should include results of a marketing exercise undertaken throughout a minimum period of 12 months prior to submission of application and viability of potential alternative economic or community purposes.</li> </ul>	
17)	<p><b>Affordable Housing Statement:</b> Will be required for the following proposals:</p> <ul style="list-style-type: none"> <li>• Residential Development/Conversion to provide 4 or more dwellings.</li> <li>• Residential Development on rural exception sites.</li> <li>• Proposals involving the development of 100% affordable housing.</li> </ul>	
18)	<p><b>Landscaping Plan:</b></p> <ul style="list-style-type: none"> <li>• Will be required for all major new development</li> </ul>	
19)	<p><b>Noise Impact Assessment:</b></p> <ul style="list-style-type: none"> <li>• Will be required for all proposals that raise issues of disturbance or are considered to be a noise sensitive development will require a Noise Impact Assessment.</li> </ul>	
20)	<p><b>Structural Survey/Method Statement</b></p> <ul style="list-style-type: none"> <li>• Will be required for applications which involve the substantial demolition, structural alteration or conversion of heritage assets.</li> <li>• A Structural Survey will also be required for the conversion of barns in open countryside for housing or employment uses.</li> <li>• The survey should be produced by a registered structural engineer or other qualified person.</li> </ul>	
21)	<p><b>Public Right of Way Statement</b></p> <ul style="list-style-type: none"> <li>• Will be required for any proposal which involves the diversion or closure of a public right of way.</li> <li>• The statement should indicate what measures are proposed to protect the interests of users of any public right of way which crosses or is near to the site, both while the development is taking place and in the longer term.</li> </ul>	
22)	<p><b>Archaeological Evaluation and Impact Statement</b></p> <ul style="list-style-type: none"> <li>• Will be required if an application is likely to affect a site of historical or archaeological importance</li> </ul>	

**OUTLINE PLANNING PERMISSION WITH SOME MATTERS RESERVED VALIDATION REQUIREMENTS**

RVBC-VR-03

Please refer to full Validation Checklist Guidance Document

The below listed information is always required to validate an application.  
Other information may be required in accordance with the Validation Guidance Documentation.



Ribble Valley  
Borough Council

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Your Case Officer may request additional information post-validation

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**National Planning Requirements – Mandatory Information**

<b>1)</b>	<p><b>Completed Outline Planning Permission with Some Matters Reserved Application Form</b></p> <ul style="list-style-type: none"> <li>All questions answered</li> <li>Declaration Signed &amp; Dated</li> </ul>	
<b>2)</b>	<p><b>Correct Fee received</b></p> <ul style="list-style-type: none"> <li>You must provide</li> <li>the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><a href="#">Download the fees schedule for all English</a></p>	
<b>3)</b>	<p><b>Correct Ownership Certification:</b></p> <ul style="list-style-type: none"> <li>Certificate A – Complete when applicant is sole owner of the site</li> <li>Certificate B – Complete when the owner of the site is known by the applicant</li> <li>Certificate C &amp; D – Complete when some or none of the owners of the site are known</li> </ul>	
<b>4)</b>	<p><b>Article 6 Notices:</b></p> <p>If you have completed Certificate B or C you will need to serve an Article 6 notice on the owner of the land. (Form to be made available on RVBC Website)</p>	
<b>5)</b>	<p><b>Location Plan:</b> Should:</p> <ul style="list-style-type: none"> <li>Be up to date and of Ordnance Survey Quality</li> <li>Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show at least two named roads</li> <li>Show all surrounding buildings which are named or numbered</li> <li>Clearly identify the application site with a red edge and include access</li> <li>Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>Show the precise location of the application site.</li> </ul>	
<b>6)</b>	<p><b>Design &amp; Access Statement:</b></p> <p>Will be required for:</p> <ul style="list-style-type: none"> <li>Development which is classed as major development (10 or more dwellings or where the floor space to be build is 1000 square metres or more or where the site area is 1</li> </ul>	

	<p>hectare or more.</p> <ul style="list-style-type: none"> <li>• Where any part of the development is in a Conservation Area and the development consists of the following: <ul style="list-style-type: none"> <li>○ The provision of one or more dwelling houses; or</li> <li>○ The provision of a building or buildings where the floor space created by the development is 100 square metres or more</li> </ul> </li> </ul> <p>Further information can be obtained here - <a href="#">See Design and Access Guidance Note</a></p>	
	<p><b>Information Required In Respect Of Those Matters Not Reserved For Subsequent Approval</b></p> <p><b>Layout</b> – a detailed block plan to scale 1:200 or 1:500 showing:</p> <ul style="list-style-type: none"> <li>• The direction of North</li> <li>• Indicative layout showing the proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>• Indicative access point</li> </ul> <p>The following must also be provided, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> <li>• All the buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• The position of all trees on the site, and those on adjacent land</li> <li>• The extent and type of any hard surfacing</li> <li>• Boundary treatment including walls or fencing where proposed</li> <li>• The number of existing and proposed car parking spaces</li> <li>• All public rights of way crossing or adjoining the site</li> </ul> <p><b>Scale</b> - detailed plans at 1:50/1:100 of all buildings and their height, length and width relative to each other and those adjacent to the application site.</p> <p><b>Appearance</b> - existing floor plans and elevations at 1:50/1:100 (where existing building to be demolished); and proposed floor plans and elevations at 1:50/1:100.</p> <p><b>Access</b> - block plan at scale of 1:200 including position of proposed/new accesses and/or details of accesses to be closed and details of all footways/facilities for pedestrian circulation within site.</p> <p><b>Landscaping</b> - plan at scale of 1:200 including:</p> <ul style="list-style-type: none"> <li>• Details of existing planting and all trees/shrubs to be removed</li> <li>• Size, species, density and position of proposed trees</li> <li>• Size, species, density and position of proposed shrubs</li> <li>• Details of all existing and proposed boundary treatments</li> <li>• Details of all existing and proposed hardstanding/parking areas</li> </ul>	

<b>Local Planning Requirements</b>		
7)	<p><b>Heritage Statement:</b></p> <ul style="list-style-type: none"> <li>• Will be required if the property is listed or lies within a Conservation Area or is a barn</li> </ul>	

8)	<p><b>Planning Statement</b></p> <ul style="list-style-type: none"> <li>Will be required for all major developments.</li> </ul>	
9)	<p><b>Ecological Survey (including Bat &amp; Owl Surveys)</b></p> <ul style="list-style-type: none"> <li>For sites on or adjacent SSSI or sites of National or Local Importance/Designation including biological heritage sites.</li> </ul> <p>Development that is likely to affect the habitat of a protected species such as:</p> <ul style="list-style-type: none"> <li>Barn conversions</li> <li>Demolition of buildings</li> <li>Work affecting roofspaces or those that include work to the eaves.</li> <li>Removal of trees or hedgerows of potential habitat.</li> </ul>	
10)	<p><b>Tree Survey/ Arboricultural Impact Assessment:</b></p> <p>This will be required where the proposed development affects or is within influencing distance of trees within or outwith the proposal site.</p>	
11)	<p><b>Environmental Impact Assessment</b></p> <ul style="list-style-type: none"> <li>Will be required for any development that is likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under schedule 1 of the EIA Regulation.</li> </ul>	
12)	<p><b>Transport Assessment (Including a Travel Plan)</b></p> <p>Will be required for all Major Planning Applications</p>	
13)	<p><b>Flood Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>Will be required for all proposed development on sites of 1ha or greater in Flood Zone 1, all proposals for new development in Flood Zones 2, 3 and other areas of known localised flooding.</li> </ul>	
14)	<p><b>Foul and Surface Water Drainage Assessment:</b></p> <ul style="list-style-type: none"> <li>A Foul Sewage Assessment will be required in the event that either an existing or proposed non-mains system is to be used. In the event that a non-mains system is proposed a drainage specialist or surveyor with appropriate indemnity insurance should carry out an assessment. The submission of the assessment of the non-mains system is required in all cases prior to the validation of the application.</li> </ul>	
15)	<p><b>Affordable Housing Statement:</b> Will be required for the following proposals:</p> <ul style="list-style-type: none"> <li>Residential Development/Conversion to provide 4 or more dwellings.</li> <li>Residential Development on rural exception sites.</li> <li>Proposals involving the development of 100% affordable housing.</li> </ul>	
16)	<p><b>Landscaping Plan:</b></p> <ul style="list-style-type: none"> <li>Will be required for all major new development</li> </ul>	
17)	<p><b>Noise Impact Assessment:</b></p> <ul style="list-style-type: none"> <li>Will be required for all proposals that raise issues of disturbance or are considered to be a noise sensitive development will require a Noise Impact Assessment.</li> </ul>	

18)	<p><b>Structural Survey/Method Statement</b></p> <ul style="list-style-type: none"> <li>• Will be required for applications which involve the substantial demolition, structural alteration or conversion of heritage assets.</li> <li>• A Structural Survey will also be required for the conversion of barns in open countryside for housing or employment uses.</li> <li>• The survey should be produced by a registered structural engineer or other qualified person.</li> </ul>	
19)	<p><b>Public Right of Way Statement</b></p> <ul style="list-style-type: none"> <li>• Will be required for any proposal which involves the diversion or closure of a public right of way.</li> <li>• The statement should indicate what measures are proposed to protect the interests of users of any public right of way which crosses or is near to the site, both while the development is taking place and in the longer term.</li> </ul>	
20)	<p><b>Archaeological Evaluation and Impact Statement</b></p> <ul style="list-style-type: none"> <li>• Will be required if an application is likely to affect a site of historical or archaeological importance</li> </ul>	

**PRIOR NOTIFICATION OF AGRICULTURAL OR FORESTRY DEVELOPMENT – PROPOSED BUILDING APPLICATION VALIDATION REQUIREMENTS**

RVBC-VR-08

Please refer to full Validation Checklist Guidance Document

The below listed information is always required to validate an application.  
Other information may be required in accordance with the Validation Guidance Documentation.



Ribble Valley  
Borough Council

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**Your Case Officer may request additional information post-validation**

**DRAFT**  
FOR COMMENT ONLY

**National Planning Requirements – Mandatory Information**

1)	<p><b>Completed Prior Notification of Agricultural or Forestry Development – Proposed Building Application Form:</b></p> <ul style="list-style-type: none"> <li>All questions answered</li> <li>Declaration Signed &amp; Dated</li> </ul>
2)	<p><b>Correct Fee received:</b></p> <ul style="list-style-type: none"> <li>You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><a href="#">Download the fees schedule for all English</a></p>
3)	<p><b>Location Plan:</b> Should:</p> <ul style="list-style-type: none"> <li>Be up to date and of Ordnance Survey Quality</li> <li>Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show at least two named roads</li> <li>Show all surrounding buildings which are named or numbered</li> <li>Clearly identify the application site with a red edge and include access</li> <li>Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>Show the precise location of the application site.</li> </ul>

**Local Planning Requirements**

4)	<p><b>Existing &amp; Proposed Site plans clearly showing/including the following information:</b></p> <ul style="list-style-type: none"> <li>Be at a scale of 1:500 or 1:200 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show the proposed development in relation to all site boundaries and other existing buildings on site or those adjacent to or surrounding the development site.</li> <li>Include written dimensions to all boundaries</li> <li>Indicate any buildings to be demolished/removed</li> </ul>
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	<ul style="list-style-type: none"> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• Any public rights of way crossing or adjoining the site.</li> <li>• The position of all trees on site or those on adjacent land</li> <li>• Extents and type of any hard-surfacing/hard-landscaping</li> <li>• Elevational details of all boundary treatments including walling/fencing where these are proposed</li> </ul>	
5)	<p><b>Floorplans:</b></p> <ul style="list-style-type: none"> <li>• Existing and proposed floorplans to a scale of 1:100 or 1:50</li> <li>• Floorplans to include clear dimensions (external walls)</li> <li>• Show details of the development in context with any adjacent buildings/boundaries (including property numbers where applicable)</li> </ul>	
5)	<p><b>Elevations &amp; Roof Plans:</b></p> <ul style="list-style-type: none"> <li>• The following will be required where there are alterations/additions to the external elevations and/or the existing roof:</li> <li>• Full existing and proposed elevations at a scale of 1:50 or 1:100 clearly dimensioned to eaves and ridge including dimensions of widths/projections from the existing building</li> <li>• Show all details of the proposed development including a roof plan.</li> <li>• Show all elevations of the proposal (including where they adjoin a boundary or nearby building)</li> <li>• Clearly show the relationship between any adjoining buildings/boundaries within close proximity (2 metres) of the proposal and the positions of opening on the adjacent/adjoining adjoining buildings.</li> </ul>	
6)	<p><b>Sections:</b> These will be required where:</p> <ul style="list-style-type: none"> <li>• The proposal involves a change in ground levels or internal floor levels</li> <li>• On sites that are sloping or benefit from a varied topography</li> </ul> <p>The drawings should include the following information:</p> <ul style="list-style-type: none"> <li>• Internal finished floor levels and ceiling heights (dimensioned)</li> <li>• Existing and proposed land levels (With clear dimensions detailing the change in levels)</li> <li>• Be draw to a recognised metric scale at 1:50 or 1:100</li> <li>• Show a cross section through the building including the above information including cill/head heights of all openings</li> </ul>	

**PRIOR NOTIFICATION - TELECOMMUNICATIONS  
VALIDATION REQUIREMENTS**

RVBC-VR-09

Please refer to full Validation Checklist Guidance Document

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FOR COMMENT ONLY

**National Planning Requirements – Mandatory Information**

1)	<p><b>Completed Prior Notification of proposed development in respect of permitted development by telecommunications code systems operators Application Form:</b></p> <ul style="list-style-type: none"> <li>• All questions answered</li> <li>• Declaration Signed &amp; Dated</li> </ul>	
2)	<p><b>Correct Fee received:</b></p> <ul style="list-style-type: none"> <li>• You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><u><a href="#">Download the fees schedule for all English</a></u></p>	
3)	<p><b>Correct Ownership Certification:</b></p> <ul style="list-style-type: none"> <li>• Certificate A – Complete when applicant is sole owner of the site</li> <li>• Certificate B – Complete when the owner of the site is known by the applicant</li> <li>• Certificate C&amp; D – Complete when some or none of the owners of the site are known</li> </ul>	
4)	<p><b>Article 6 Notices:</b></p> <p>If you have completed Certificate B or C you will need to serve an Article 6 notice on the owner of the land. (Form to be made available on RVBC Website)</p>	
5)	<p><b>Location Plan:</b> Should:</p> <ul style="list-style-type: none"> <li>• Be up to date and of Ordnance Survey Quality</li> <li>• Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>• Show a North point</li> <li>• Show at least two named roads</li> <li>• Show all surrounding buildings which are named or numbered</li> <li>• Clearly identify the application site with a red edge and include access</li> <li>• Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>• Show the precise location of the application site.</li> </ul>	
6)	<p><b>Existing &amp; Proposed Site plans clearly showing/including the following information:</b></p> <ul style="list-style-type: none"> <li>• Be at a scale of 1:500 or 1:200 (Scale must be annotated on the plan)</li> <li>• Show a North point</li> </ul>	



	<ul style="list-style-type: none"> <li>• Show the proposed development in relation to all site boundaries and other existing buildings on site or those adjacent to or surrounding the development site.</li> <li>• Include written dimensions to all boundaries</li> <li>• Indicate any buildings to be demolished/removed</li> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• Any public rights of way crossing or adjoining the site.</li> <li>• The position of all trees on site or those on adjacent land</li> <li>• Extents and type of any hard-surfacing/hard-landscaping</li> <li>• Elevational details of all boundary treatments including walling/fencing where these are proposed</li> </ul>	
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<b>Local Planning Requirements</b>		
<b>7)</b>	<b>Floorplans:</b> <ul style="list-style-type: none"> <li>• Existing and proposed floorplans to a scale of 1:100 or 1:50</li> <li>• Floorplans to include clear dimensions</li> <li>• Show details of the development in context with any adjacent buildings/boundaries (including property numbers where applicable)</li> </ul>	
<b>8)</b>	<b>Elevations:</b> <ul style="list-style-type: none"> <li>• The following will be required where there are alterations/additions to the external elevations</li> <li>• Full existing and proposed elevations at a scale of 1:50 or 1:100 clearly dimensioned Show all elevations of the proposal (including where they adjoin a boundary or nearby building)</li> <li>• Clearly show the relationship between any adjoining buildings/boundaries within close proximity (2 metres) of the proposal and the positions of opening on the adjacent/adjoining adjoining buildings.</li> </ul>	
<b>9)</b>	<b>Emissions Details</b> <ul style="list-style-type: none"> <li>• Emissions profile/graph showing the range of the emissions from the antennae</li> </ul>	
<b>10)</b>	<b>ICNIRP (International Commission on Non-Ionizing Radiation Protection):</b> <ul style="list-style-type: none"> <li>• All applications must also be accompanied by a statement that the proposal, when operational, will meet the ICNIRP (International Commission on Non-Ionizing Radiation Protection) guidelines.</li> </ul>	

**VARIATION OF CONDITIONS FOLLOWING GRANT OF PLANNING PERMISSION VALIDATION REQUIREMENTS**

RVBC-VR-01

Please refer to full Validation Checklist Guidance Document

The below listed information is always required to validate an application.  
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Ribble Valley  
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Your Case Officer may request additional information post-validation

**DRAFT**  
FOR COMMENT ONLY

**National Planning Requirements – Mandatory Information**

<b>1)</b>	<p><b>Completed Removal or Variation of a Condition following Grant of Planning Permission Application Form:</b></p> <ul style="list-style-type: none"> <li>All questions answered</li> <li>Declaration Signed &amp; Dated</li> </ul>	
<b>2)</b>	<p><b>Correct Fee received:</b></p> <ul style="list-style-type: none"> <li>You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid.</li> </ul> <p><u><a href="#">Download the fees schedule for all English</a></u></p>	
<b>3)</b>	<p><b>Correct Ownership Certification:</b></p> <ul style="list-style-type: none"> <li>Certificate A – Complete when applicant is sole owner of the site</li> <li>Certificate B – Complete when the owner of the site is known by the applicant</li> <li>Certificate C&amp; D – Complete when some or none of the owners of the site are known</li> </ul>	
<b>4)</b>	<p><b>Article 6 Notices:</b> If you have completed Certificate B or C you will need to serve an Article 6 notice on the owner of the land. (Form to be made available on RVBC Website)</p>	
<b>5)</b>	<p><b>Location Plan:</b> If relevant should:</p> <ul style="list-style-type: none"> <li>Be up to date and of Ordnance Survey Quality</li> <li>Be at a scale of 1:1250 or 1:2500 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show at least two named roads</li> <li>Show all surrounding buildings which are named or numbered</li> <li>Clearly identify the application site with a red edge and include access</li> <li>Show or indicate any other land in the control or ownership of the applicant which is within close proximity to or adjoining the application site. This should be indicated by a blue line around the aforementioned land.</li> <li>Show the precise location of the application site.</li> </ul>	
<b>6)</b>	<p><b>Existing &amp; Proposed Site plans if relevant clearly showing/including the following information:</b></p> <ul style="list-style-type: none"> <li>Be at a scale of 1:500 or 1:200 (Scale must be annotated on the plan)</li> <li>Show a North point</li> <li>Show the location of the proposed advertisement in relation to all site boundaries and</li> </ul>	

	other existing buildings on site or those adjacent to or surrounding the development site.	
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<b>Local Planning Requirements:</b>		
<b>7)</b>	<b>Floorplans if relevant:</b> <ul style="list-style-type: none"> <li>• Existing and proposed floorplans to a scale of 1:100 or 1:50</li> <li>• Floorplans to include clear dimensions (external walls)</li> <li>• Show details of the development in context with any adjacent buildings/boundaries (including property numbers where applicable)</li> </ul>	
<b>8)</b>	<b>Existing and Proposed Elevations if relevant:</b> <ul style="list-style-type: none"> <li>• Be at a scale of 1:100 or 1:50</li> <li>• Show all details of the proposed advertisement</li> <li>• Show clearly the position of the proposed/existing signage</li> <li>• Include dimensions of widths/projections from the existing building</li> </ul>	
<b>9)</b>	<b>Sections if relevant:</b> <ul style="list-style-type: none"> <li>• <b>Cross Sectional plans</b> - showing details of illumination – if relevant</li> </ul>	
<b>NOTE</b>	<b>Any plans/documentation should reflect the nature of the condition to be varied/removed. Where supporting information is required the submitted details should comply with the relevant guidance notes for the original application.</b>	