

VALIDATION CHECKLIST: APPLICATION FOR A NON-MATERIAL AMENDMENT

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the Planning Portal. However, if you choose to post, please provide 2 copies of hard documents or 1 copy of hard documents and a CD with plans no larger than A3 and to scale. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development.

National List of Requirements

Document Required	Guidance Notes	Where to look for further assistance	Policy Driver	Provided (Y/N)
Completed application form	<p>It is recommended that applications are submitted through the Planning Portal.</p> <p>Application form must be completed in full, signed and dated. The description of the development should be concise and must accurately reflect all aspects of the proposal requiring planning permission.</p>	<p>https://www.planningportal.co.uk/applications</p> <p>https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration</p>	Town and Country Planning (Development Management Procedure (England) (Order) 2015	
Relevant fee	<p>Cheques should be made payable to: SADC or credit card payment should be made by calling 01727 866100.</p> <p>Alternatively applications made through the Planning Portal include a secure online payment facility.</p>	<p>Please see https://www.planningportal.co.uk/services/help/faq/applications/how-much-does-a-planning-application-cost to assist in the calculation of the planning fee</p>	Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	

Local List of Requirements

Requirements	Guidance Notes	Where to look for further assistance	Policy Driver	Provided (Y/N)
Location Plan	<p>This drawing should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:1250 or 1:2500 (metric). • Be up to date • Include the direction of north • Include sufficient named roads to identify the exact location of the site (wherever possible at least two) • Include all the surrounding buildings, roads and footpaths on land adjoining the site • Include a red line around all land required for the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) • Include a blue line around all other land owned by the applicant close to or adjoining the application site 	<p>https://www.planningportal.co.uk/applications</p> <p>https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</p>	Town and Country Planning (Development Management Procedure (England) (Order) 2015	
A copy of all the new plans drawn to scale which describe the subject of the application (i.e. the proposed amendments).	<p>The Block Plan should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:200 or 1:500 (metric) • Include the direction of north 		Town and Country Planning (Development Management Procedure (England) (Order)	

	<ul style="list-style-type: none">• Show the proposed development in relation to the site boundaries and other existing buildings on the site• Show all buildings, roads and footpaths on land adjoining the site including access arrangements• Show all public rights of way crossing or adjoining the site• Show the position of all trees on the site and adjacent land• Show the extent and type of any hard surfacing• Show the type and height of boundary treatment (e.g. walls, fences etc.) <p>Elevational drawings should:</p> <ul style="list-style-type: none">• Contain a scale bar• Normally be at a scale of 1:50 or 1:100 (metric)• Should clearly show the proposed works in relation to what is already there• Show all sides of the proposal• Show where a proposed elevation adjoins or is in close proximity to another building• Drawings should clearly show the relationship between the buildings		2015	
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	<p>and detail positions of the openings on each property</p> <p>Floor plans should :</p> <ul style="list-style-type: none">• Contain a scale bar• Normally be at a scale of 1:50 or 1:100 (metric)• Include written dimensions to show overall size of any new buildings or extensions.• Show where existing buildings or walls are to be demolished (if applicable)• Show details of the layout of existing building(s) as well as those for the proposed development <p>Site sections and finished floor and site level drawings should:</p> <ul style="list-style-type: none">• Contain a scale bar• Normally be at a scale of 1:50 or 1:100 (metric)• Show how proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site)• Show details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining			
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	<p>land is to be avoided</p> <p>Roof plans should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric). • Show the shape of the roof, its location and any features such as chimney positions or windows 			
Copies of relevant previously approved plans drawn to scale (1:100/1:50)	Please annotate the areas which have been amended			
Any other plans, drawings, and information necessary to accurately describe the development which is the subject of the application	All plans and drawings should include: paper size, key dimensions and scale bar. Additional information may be required if the proposed non material amendment has an impact on or results in a change to a previously considered survey or assessment.			

Applicants are referred to Paragraphs 39-42 of the National Planning Policy Framework (February 2021) regarding pre-application engagement. The Council has a pre-application advice service and encourages applicants to use this service. Further details can be found on the Council's website: <https://www.stalbans.gov.uk/pre-application-advice>
Further advice on making amendments following a grant of planning permission can be found at: <https://www.stalbans.gov.uk/amending-planning-permission>