

VALIDATION CHECKLIST: PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT IN RESPECT OF PERMITTED DEVELOPMENT BY ELECTRONIC COMMUNICATION CODE OPERATORS

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 (General Permitted Development) (England) Order 2015 as amended	
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) 	<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 (General Permitted Development) (England) Order 2015 as amended	

	<ul style="list-style-type: none"> • 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 			
A statement that the applicant has displayed a site notice in accordance with A.3 (1) of Part 24 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).	The statement must confirm that the applicant has displayed a site notice by site display on or near the land on which the building to be demolished is sited.		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	
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>	Please see https://www.planningportal.co.uk/services/help/frequently-asked-questions/applications/how-much-does-a-planning-application-cost to assist in the calculation of the planning fee	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)
<p>A copy of other plans and drawings or information necessary to describe the development which is the subject of the application (1 copy to be supplied unless the application is submitted electronically) including:</p> <ul style="list-style-type: none"> • Block plan of the site (e.g. at a scale of 1:100 or 1:200) • Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) • Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) • Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) • Roof plans (e.g. at a scale of 1:50 or 1:100) 	<p>All submitted plans and drawings must have written dimensions. A scale bar for the scale of all plans must be shown. The scale shown on the submitted plan(s) must also state the paper size at which the scale applies, e.g. scale 1:200 at A3. This information is required to provide clear information on the scale to avoid errors and misinterpretation due to variations and accuracy associated with the copying and printing of plans that have been stored electronically.</p>		<p>Town and Country Planning (General Permitted Development) (England) Order 2015 as amended</p>	
<p>ICNRIP Certificate</p>	<p>Signed declaration that the equipment and installation fully complies with the ICNIRP requirements.</p>		<p>Town and Country Planning (General</p>	

			Permitted Development (England) Order 2015 as amended	
Planning Statement	<p>To include:</p> <ul style="list-style-type: none"> • Any other relevant additional information. • Area of search. • Justification for this particular site. • Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area. • Explanation if no alternatives considered. • Map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity. 		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	

Applicants are referred to Paragraphs 39-42 of the National Planning Policy Framework (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>