

VALIDATION CHECKLIST – APPLICATION FOR APPROVAL OF DETAILS RESERVED BY CONDITION

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)
There are no national requirements for the submission of an application for approval of details.				

Local List of Requirements

Requirements	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; or alternatively full details of the application should be set out in a letter. This should include details of:</p> <ul style="list-style-type: none"> • the permitted application; • the condition(s) you wish to get approved; • details of how you intend to meet those conditions (for example, 	https://www.planningportal.co.uk/applications		

	<p>details of the materials to be used or style of the work); and</p> <ul style="list-style-type: none"> • contact information so that the Council can respond to your application. 			
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://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1 to assist in the calculation of the planning fee</p> <p>https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</p>	Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	
A copy of the other plans and drawings of information necessary to describe the subject of the application in full.	All submitted plans and drawings should have written dimensions and a scale bar.			
Any other supporting information as required by the wording of the condition.				

Applicants are referred to Paragraphs 39-42 of the National Planning Policy Framework (February 2019) 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: <http://www.stalbans.gov.uk/planning/makingaplanningapplication/householderpreapp.aspx>