

VALIDATION CHECKLIST – OUTLINE PLANNING PERMISSION WITH ALL MATTERS RESERVED

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, ownership certificate and agricultural land declaration	<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>The ownership certificate must be provided where there are owners of the site other than the applicant.</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 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 	<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 Order) 2015 (as amended)	

	<p>two)</p> <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 			
Plan showing Access Point(s)	An application for outline planning permission must also indicate the area or areas where access points to the development will be situated, even if access has been reserved.	Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation - Article 5(3) of the Development Management Procedure Order 2015		
Design and Access Statement	<p>Required for major development and for sites situated within a conservation area where the proposal consists of:</p> <ul style="list-style-type: none"> • One or more dwellings; or • A building or buildings with a floor area of 100 square metres or more. <p>A Design and Access Statement must:</p>	<p>https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement</p> <p>https://www.designcouncil.org.uk/resources/guide/</p>	Town and Country Planning (Development Management Procedure Order) 2015 (as amended)	

	<ul style="list-style-type: none"> • explain the design principles and concepts that have been applied to the development; • demonstrate how the design of the development takes the context of the site into account; • explain the approach to access, and how Local Plan policies relating to access have been taken into account; • state what, if any, consultation has been undertaken on issues relating to access to the development and how this has informed the approach to access; and • explain how any specific issues which might affect access to the development have been addressed. 	design-and-access-statements-how-write-read-and-use-them		
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>	<p>Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)</p>	

Environmental Impact Assessment.	<p>Required in connection with all development identified within Schedule 1 or 2 of the Regulations and which in accordance with Schedule 3 would constitute EIA development</p> <p>Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement</p> <p>An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement</p> <p>Where required an Environmental Statement in the form set out in Schedule 4 of the regulations should be provided</p>	https://www.gov.uk/guidance/environmental-impact-assessment	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017	
Local List of Requirements				
Requirements	Guidance Notes	Where to look for further assistance	Policy Driver	Provided (Y/N)
Block Plan	<p>This drawing 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 • Show the proposed development in relation to the site boundaries 	Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see article	See article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure	

	<p>and other existing buildings on the site</p> <ul style="list-style-type: none"> • 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>7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.</p>	<p>(England) (Order) 2015</p>	
<p>Affordable Housing Statement</p>	<p>Required for applications providing 15 or more new residential units.</p> <p>The statement should set out:</p> <ul style="list-style-type: none"> • The number, size (number of bedrooms) and type of proposed affordable units including their proposed location • Details of size of each type (square metre) • Details of future management and tenure • Contact details for the chosen Registered Provider; or, • Confirmation of the agreement for the financial contribution 		<p>National Planning Policy Framework</p> <p>Policy 7A of the St Albans District Local Plan Review 1994</p> <p>SPG – Affordable Housing (March 2004)</p>	

	when requested			
Agricultural Appraisal	<p>You will only need to provide this information with applications that propose new dwellings for agricultural workers.</p> <p>Should include both functional and financial evidence to demonstrate that there is an agricultural need for a permanent dwelling and that there are no suitable dwellings available in the locality</p>		National Planning Policy Framework	
Agricultural Land Survey	This may be required if the proposal relates to the loss of agricultural land.	https://www.gov.uk/government/publications/agricultural-land-assess-proposals-for-development/guide-to-assessing-development-proposals-on-agricultural-land	Policy 102 of the St Albans District Local Plan Review 1994 and the National Planning Policy Framework.	
Air Quality Impact Assessment	An assessment of potential impacts of the development on local air quality should be provided which should outline the proposed mitigation measures where necessary. For sensitive uses within the AQMA, proposed mitigation measures only would normally be required.	This information is required for an application which proposes a use or development which has the potential to impact air quality and is located within an Air Quality Management Area or if the proposal is for a sensitive use (e.g. a new	National Planning Policy Framework	

		residential use) located within the AQMA.		
Archaeology Assessment	<p>An archaeological desk based assessment is required for all applications where groundworks are proposed within a:</p> <ul style="list-style-type: none"> • Scheduled monument • Archaeological sites for local preservation • Archaeological sites subject to recording conditions <p>A desk based assessment should:</p> <ul style="list-style-type: none"> • Detail previous nearby finds recorded in the heritage environment record • Discuss the archaeological potential of the site <p>A written scheme of investigation may be required.</p> <p>Where such proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included.</p>	<p>Find out about archaeological assessments and evaluations at http://www.archaeologists.net/codes/ifa</p>	<p>National Planning Policy Framework</p> <p>Policy 111 of the St Albans District Local Plan Review 1994</p>	
Biodiversity Survey and Report	You will need to provide this with applications where the type and location	https://www.gov.uk/guidance/protected-species-	National Planning	

	<p>of development are such that the impact on biodiversity may be significant.</p> <p>A Preliminary Ecological Appraisal survey and report should provide an initial assessment of the impact of the proposed development on wildlife. Proposals for mitigation or compensation measures including the protection of habitats, and provision of new habitats, should also be included where appropriate. For all sites, account should be taken of the timing of both surveys and site work, particularly in relation to nesting birds, priority species and habitats.</p> <p>Where protected and priority species are known or have the potential to be present an Extended Phase 1 Habitat Survey should be carried out. Depending on the results of the initial survey, further protected species surveys may be required.</p> <p>The information submitted should also be capable of assessment under the requirements of the Habitat Regulations. The demolition of buildings in areas where bat activity has been identified will require a Preliminary Roost Assessment.</p>	<p>how-to-review-planning-applications#when-applicants-need-a-species-survey</p> <p>https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/biodiversity-wildlife/hertfordshire-ecological-advice-service.aspx</p>	Policy Framework	
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Design Codes	<p>Required for Broad Locations</p> <p>Requirements as specified within Strategic Sites Masterplanning Toolkit May 2019 for outline planning applications.</p>	<p>See www.stalbans.gov.uk for the Strategic Sites Masterplanning Toolkit.</p>	<p>St Albans City and District Local Plan 2020-2036</p>	
Flood Risk Assessment	<p>Required for sites of more than 1 ha. In Flood Zone 1.</p> <p>Required for all new development in Flood Zones 2 and 3.</p> <p>The FRA should:</p> <ul style="list-style-type: none"> • Assess the existing situation • Assess whether the proposal is likely to be affected by current or future flooding from any source • Satisfy the LPA that the development is safe and where possible reduces flood risk overall • State whether it will increase flood risk elsewhere and identify opportunities to reduce the probability and consequences of flooding • Include proposed mitigating measures to be undertaken to deal with the effects and risks of flooding, taking climate change into account <p>The FRA should include the design of</p>	<p>https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</p>	<p>National Planning Policy Framework</p> <p>Policy 84 of the St Albans District Local Plan Review 1994.</p>	

	<p>surface water management systems including Sustainable Drainage (SUDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>The FRA should provide evidence that demonstrates, where required, the Sequential and Exception Test of NPPF have been met</p>			
Foul sewage and utilities assessment	<p>Required where the proposed development involves connection to foul and storm water sewers. The applicant will be required to demonstrate that, following consultation with the service provider, the availability of drainage/sewerage infrastructure capacity has been examined and the proposal would not result in undue stress on this infrastructure.</p>	<p>Relevant technical guidance is provided in Building Regulations Approved Document Part H (Drainage and waste disposal).</p>	National Planning Policy Framework	
Heritage Statement	<p>This is required for Applications which are likely to affect:</p> <ul style="list-style-type: none"> • Designated heritage assets (e.g. Listed Buildings and Conservation Areas) • Non designated heritage assets such as Locally Listed Buildings, Areas of local archaeological importance and Locally Listed Gardens 	<p>https://historicengland.org.uk/content/docs/guidance/statements-of-heritage-significance-consultation-draft/</p> <p>This information can be found by using the Planning Constraints map layers in our Local Information Service on the Council's website:</p>	National Planning Policy Framework	

	<p>The Statement should:</p> <ul style="list-style-type: none"> • As a minimum reference the appropriate Historic Environment Records. • Shall state the significance of the heritage asset, including any contribution made by its setting. In some applications this may be limited to the areas affected by the proposals. • Shall contain an impact assessment which describes any potential impact of the proposals on the significance of heritage assets affected, including any contribution made by their setting. In some applications this may be limited to the areas affected by the proposals • Include a structural survey (if required) 	http://gis.stalbans.gov.uk/wmlcustomerservice/		
Land Contamination Assessment	Where contamination is known or suspected, i.e. potentially contaminative former use such as industrial/commercial/agricultural. A Land Contamination Assessment should be carried out by or under the direction of a suitably qualified competent person.		National Planning Policy Framework	
Landscape and Visual Appraisal or Landscape and Visual Impact Assessment (including	Required for all applications that would impact on the character and visual amenity of the countryside or rural fringe.	Guidelines for Landscape and Visual Impact Assessment, 3 rd	National Planning Policy Framework	

<p>proposed landscaping details where necessary)</p>	<p>Where the impact is judged to need a more rigorous assessment, for instance where the proposal is for major residential development of 10 or more units or where the floor space to be created is greater than 1000m², the application may require instead a formal Landscape and Visual Impact Assessment.</p> <p>Landscape and Visual Impact Assessments are more detailed and technical studies and should be carried out by a suitably qualified landscape professional, in line with current guidelines.</p>	<p>Edition; Landscape Institute and I.E.M.A.</p>	<p>Policy 104 – Landscape Conservation – St Albans District Local Plan Review 1994.</p>	
<p>Tree Survey and Arboricultural Implications Assessment including Tree Protection Method Statement</p>	<p>Required when layout is being sought.</p> <p>This is required where:</p> <ul style="list-style-type: none"> • There are significant trees within the site or street trees that may be affected by the development or construction works, including storage of materials; or • There is a Tree Preservation Order protecting trees on the application site; or • The proposed development is sited near to a protected tree(s) on neighbouring land; or • For application sites within Conservation Areas where trees are present. 	<p>BS5837:2012 Trees in relation to design, demolition and construction - Recommendations</p>	<p>National Planning Policy Framework</p> <p>Policy 74 – Landscaping and Tree Preservation – St Albans District Local Plan Review 1994.</p>	

Lighting Assessment	Required for all applications where it is proposed to incorporate external flood lighting. A contour plan should be provided which shows the layout of the proposed lighting scheme with beam orientation and lighting spill.		National Planning Policy Framework	
Retail Impact Assessment	<p>Required for retail and leisure developments over 2500 square metres and smaller retail and leisure developments likely to have a significant impact on smaller centres.</p> <p>Also required for applications for other main town centre uses when they are an edge of centre or out of centre location; and not in accordance with the Development Plan</p> <p>Should include details of the sequential test process that supports the chosen site location.</p>	https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres	National Planning Policy Framework	
Noise Impact Assessment / Acoustic Report	<p>Such an Assessment may be required in the following circumstances (this list is not exhaustive):</p> <ul style="list-style-type: none"> • Where it is proposed to introduce residential development to a noisy environment • Where it is proposed to introduce noisy uses/processes which are likely to impact on existing residential development or open countryside 	https://www.gov.uk/guidance/noise--2	National Planning Policy Framework	

	<ul style="list-style-type: none"> The provision of new plant or machinery <p>A Noise Impact Assessment prepared by a suitably qualified acoustician</p>			
Parameter Plans	Required for schemes proposing 350 dwellings or more.	https://www.gov.uk/guidance/design	National Planning Policy Framework	
Photographs/Photomontages and Contextual Drawings			See article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015	
Supporting Planning Statement	Required for: Applications for 10 or more dwellings, or 0.5 hectares if is not known how many dwellings are proposed.		National Planning Policy Framework St Albans District Local Plan	

	<p>Applications for a building or buildings where the floor space to be created by the development is 1,000 square metres</p> <p>Application on a site having an area of 1 hectare or more</p> <p>Statements should:</p> <ul style="list-style-type: none"> • Include a full explanation of the proposal including any relevant background or site history • Identify the context and need for the proposed development including justifications for proposed change of use where appropriate • Include an overview of how the proposal accords with the Local Plan and other relevant documents • Details of any consultation undertaken with statutory consultees and the local community 		<p>Review 1994</p> <p>Harpenden Neighbourhood Plan 2019</p> <p>National Planning Practice Guidance</p>	
Structural Survey	<p>Applications involving the reuse of existing buildings or where it is proposed to demolish part of any heritage building due to its condition will require a structural survey.</p> <p>A structural survey should be carried</p>		<p>National Planning Policy Framework</p> <p>Policy 87 of the St Albans District Local Plan Review 1994</p>	

	<p>out by a structural engineer or a suitably qualified person</p> <p>Where alteration/demolition is proposed, this should be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey</p>		Harpenden Neighbourhood Plan – Policy H2	
Sustainable Urban Drainage System Strategy	<p>Legislation now requires major to address the management of surface water drainage for statutory assessment by the Lead Local Flood Authority (LLFA) prior to determination by the Local Authority.</p>	<p>https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/water/surface-water-drainage/surface-water-drainage.aspx#DynamicJumpMenuManager_1_Anchor_3</p>	National Planning Policy Framework	
Transport Assessment	<p>All developments which are likely to generate significant amount of vehicle movement i.e. major developments</p> <p>Should include sufficient information such that an assessment as to the highways and traffic impact arising from the proposed development can be made. Likely to include:</p> <ul style="list-style-type: none"> • the existing conditions • development details • predicted person trip generation and mode splits 	<p>https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx#preapplication</p>	<p>National Planning Policy Framework</p> <p>Policy 34 St Albans District Local Plan Review 1994</p>	

	<ul style="list-style-type: none"> • predicted residual vehicular trip generation based on proposed travel plan measures • distribution of residual vehicular trips • junction capacity assessments • details of the proposed mitigation measures <p>A Green Travel Plan may also be required by the Local Highway Authority.</p>			
Statement of Community Involvement	May be required where development falls within the requirements of Section 122 of the Localism Act 2011 (amending Section 61 of the Town and Country Planning Act 1990).		National Planning Practice Guidance	
Draft S106 Heads of Terms	<p>Required for all Major developments.</p> <p>This information should set out what planning obligations may be required, to mitigate the impact of the development proposed on social and community infrastructure.</p>	<p>https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/property/planning-obligations-guidance.aspx#</p> <p>https://www.hertfordshire.gov.uk/services/highway-s-roads-and-</p>	National Planning Policy Framework	

		<p>pavements/business-and-developer-information/development-management/highways-development-management.aspx#preapplication</p> <p>The District Council's Community Services Team will also be consulted on any application and may request financial contributions towards Leisure facilities.</p>		
Ventilation/Extraction Statement	Required for all applications for non-residential use where ventilation or extraction equipment is proposed or will be required.	Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics are required.	National Planning Policy Framework	
Viability Appraisal	A financial viability appraisal is required where there is a planning policy requirement to provide affordable housing or where the proposed development departs from other planning policy requirements due to viability.	Financial viability appraisals should be accompanied by: <ul style="list-style-type: none"> • an executive summary which outlines the key conclusions being drawn 	National Planning Policy Framework Policy 7A of the St Albans District Local Plan	

		<p>from the appraisal for the lay reader; and</p> <ul style="list-style-type: none"> • a fully testable and editable electronic/software model which explicitly shows the calculations and assumptions used in the planning application. <p>Applicants should meet the cost of reviewing financial viability appraisals, or provide a solicitor's undertaking to pay, for an application requiring a financial viability appraisal to be validated.</p>	<p>Review 1994</p> <p>SPG – Affordable Housing (March 2004)</p>	
Harpenden Neighbourhood Plan Requirements	<p>In addition to the above requirements, for major applications within the Neighbourhood Plan area, the following documents may also be required (this list is not exhaustive):</p> <ul style="list-style-type: none"> • Sustainability Statement • Dwelling Mix Statement • Public Open Space Provision Statement • Design Brief • Utilities and Infrastructure Statement • Carbon Dioxide Emissions 		<p>Harpenden Neighbourhood Plan 2019</p> <p>https://www.harpenden.gov.uk/neighbourhood-plan</p>	

	<p>Statement</p> <ul style="list-style-type: none">• Healthcare Provision Statement• Retail and Employment Statement			
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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>