

**VALIDATION CHECKLIST: PRIOR NOTIFICATION TO A PROPOSED CHANGE OF USE FROM OFFICE TO DWELLINGS(S)**

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**

<b>Document Required</b>	<b>Guidance Notes</b>	<b>Where to look for further assistance</b>	<b>Policy Driver</b>	<b>Provided (Y/N)</b>
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><a href="https://www.planningportal.co.uk/applications">https://www.planningportal.co.uk/applications</a></p> <p><a href="https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration">https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration</a></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"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:1250 or 1:2500 (metric).</li> <li>• Be up to date</li> <li>• Include the direction of north</li> <li>• Include sufficient named roads to identify the exact location of the site (wherever possible at least two)</li> <li>• Include all the surrounding buildings, roads and footpaths on</li> </ul>	<p><a href="https://www.planningportal.co.uk/applications">https://www.planningportal.co.uk/applications</a></p> <p><a href="https://www.gov.uk/guidance/making-an-application#Plans-and-drawings">https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</a></p>	Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	

	<p>land adjoining the site</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Include a blue line around all other land owned by the applicant close to or adjoining the application site</li> </ul>			
A written description of the proposed development	Required.		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	
The Developer's contact details, including email address if the developer is content to receive communication electronically	Required		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	
Flood risk assessment	This is required if the site is: (a) in an area within Flood Zone 2 or Flood Zone 3; or (b) in an area within Flood Zone 1 which has critical drainage problems and which		Town and Country Planning (General Permitted Development)	

	has been notified to the Local Planning Authority by the Environment Agency for the purpose of paragraph (zc)(ii) in the Table in Schedule 4 to the Procedure Order.		(England) Order 2015 as amended	
Relevant fee	Cheques should be made payable to: SADC or credit card payment should be made by calling 01727 866100.  Alternatively applications made through the Planning Portal include a secure online payment facility.	Please see <a href="https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1">https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1</a> to assist in the calculation of the planning fee <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>	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)
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.		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	
Noise Impact Assessment / Acoustic Report	Such an Assessment may be required where it is proposed to introduce residential development to a noisy environment.	<a href="https://www.gov.uk/guidance/noise--2">https://www.gov.uk/guidance/noise--2</a>	Town and Country Planning (General Permitted	

	A Noise Impact Assessment should be prepared by a suitably qualified acoustician		Development) (England) Order 2015 as amended	
Transport Assessment	<p>All developments which are likely to generate significant amount of vehicle movement (i.e. major developments) 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"> <li>• the existing conditions</li> <li>• development details</li> <li>• predicted person trip generation and mode splits</li> <li>• predicted residual vehicular trip generation based on proposed travel plan measures</li> <li>• distribution of residual vehicular trips</li> <li>• junction capacity assessments</li> <li>• details of the proposed mitigation measures</li> </ul>	<a href="https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx#preapplication">https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx#preapplication</a>	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 (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>