

VALIDATION CHECKLIST: PRIOR NOTIFICATION OF AGRICULTURAL OR FORESTRY DEVELOPMENT – PROPOSED BUILDING

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 			
Written Description	Written description of the proposed development and of the materials to be used and a plan indicating the site		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	
A statement that the applicant has displayed a site notice in accordance with Part 6 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).	Which must contain: <ul style="list-style-type: none"> • Details of the address of the site • A description of the proposed development • Materials to be used. 		Town and Country Planning (General Permitted Development) (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.	Please see https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1 to	Town and Country Planning (Fees for Applications,	

	Alternatively applications made through the Planning Portal include a secure online payment facility.	assist in the calculation of the planning fee https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf	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)
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: <ul style="list-style-type: none"> Existing Block plans of the site (at a scale of 1:100 or 1:200) showing building to be demolished and any site boundaries and neighbouring dwellings/buildings. Existing and proposed elevations (at a scale of 1:50 or 1:100); Existing and proposed site sections and finished 	Any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	

<p>floor and site levels (at a scale of 1:50 or 1:100);</p> <ul style="list-style-type: none"> Existing and proposed floor plans (at a scale of 1:50 or 1:100). 				
<p>Planning statement</p>	<p>To include:</p> <ul style="list-style-type: none"> the area of the agricultural unit (square metres/hectares); the area of the parcel of land to be developed (hectares); a description of the purpose of the proposed development and whether it is reasonably required for the purposes of agriculture or forestry; Materials to be used. 		<p>Town and Country Planning (General Permitted Development) (England) Order 2015 as amended</p>	

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>