

VALIDATION CHECKLIST - Application for Planning Permission and Conservation Area consent for demolition

NATIONAL REQUIREMENTS

	Tick
Completed form plus (3 copies to be supplied unless the application is submitted electronically)	
A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies plus original to be supplied unless the application is submitted electronically)	
A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies plus original to be supplied unless the application is submitted electronically) including:	
Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site Boundaries	
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)	
The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995	
Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995	
Design and Access Statement, (required except for changes of use with no Works)	
The appropriate fee	
In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article	

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LOCAL REQUIREMENTS

Please tick right hand column if documents included

ADDITIONAL INFORMATION NEEDED	WHEN IT IS NEEDED	Tick
Block plan showing figured actual dimensions	All applications which include new building works. At a minimum this must show the distance of any proposed built development from the site boundaries and existing and proposed roads For 'minor' development external dimensions of any buildings must also be shown.	
Flood Risk Assessment For further advice see http://www.environment-agency.gov.uk/ and http://www.pipernetworking.com/floodrisk	Development within Environment Agency Flood Zones 2 &3 Any development on sites 1 ha or more. Areas within Locally Identified areas of Flood risk.	
Parking Provision to be shown on block plan	All residential or commercial development (including changes of use) where on site parking is to be provided	
Tree survey – Arboricultural Statement	Where there are existing trees on site whether they are to be retained or not. Where any development is within the crown spread of any tree to be retained (including trees on neighbouring land). Development within a Listed Park of Garden	
Construction Method Statement (to demonstrate safeguards against pollution)	Where development is within 20m of any watercourse. Where development is within a Groundwater Source Protection Area. Any development on contaminated land. Development involving demolition	
Affordable Housing Statement (for applications in Salisbury District Please refer to http://www.salisbury.gov.uk/ahspg.pdf For Kennet District please refer to http://www.kennet.gov.uk/planning/forwardplanning/kennet-local-plan-2011 for North Wiltshire please refer to http://www.northwilts.gov.uk/index/env/planning/localplans/ldf/affordablehousingspd.htm	On sites for 15 dwellings or more And/Or exceeding 0.5 ha in Salisbury District Or for rural local needs sites In Kennet- rural sites of 2 or more dwellings	
Air Quality Assessment	Development within an Air Quality Management Area EIA development	
Ecological Assessment/Biodiversity survey and report For further advice please see http://www.salisbury.gov.uk/wiltshire-ecological-checklist.pdf	Within or adjoining SSSI Within 20 m of River Avon system SAC Conversion of redundant buildings Development involving demolition EIA development	

	Development of disused land 'Within or adjoining County wildlife sites Listed Park or Garden	
Economic statement	Commercial development (include in Design & Access Statement) Development involving loss of commercial premises to residential	
Environmental Statement	EIA development: - Town & Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 All development defined in Schedule 1 Development defined in Schedule 2 where there will be significant environmental effects	
Town Centre uses – evidence to accompany applications	A sequential test must be undertaken and a vitality and viability assessment provided for all edge of /out of town development involving town centre uses as defined in PPS6	
Foul sewage assessment	For all development involving use of non- mains drainage it must be clearly demonstrated that the 11 tests of circular 3/99 can be complied with.	
Archaeological Assessment	Where ground disturbance is proposed and : Adjacent any scheduled ancient monument Within world Heritage site New build development within Area of Archaeological significance	
Heritage Statement For further advice please see http://www.english-heritage.org.uk/upload/pdf/Charter_final_PDF_April05_tagged.pdf	Include within Design & Access statement	
Land Contamination Assessment (for further advice please see 'guidance for the redevelopment of Housing on land affected by contamination R & D publication 66 Environment Agency/NHBC' & PPS23)	Where contamination is known or suspected. Former Petrol filling station sites Former landfill sites All brownfield sites in proximity to a river or floodplain	
Landscaping Details	All new build commercial /community or residential development	
Lighting Assessment	All 'major' development Development proposing lighting in areas where there is no street lighting Site adjacent to a railway	
Noise impact Assessment	For B2 uses For residential development within 10 m of an A class road or a railway or a B2 industrial use.	
Open Space Assessment	For development involving the loss of public or private open space	
Photographs/Photomontages	Of any existing building to be demolished	
Planning Statement	Compulsory for all 'major' development But beneficial for all development to explain its rationale	
Site waste management plan & waste audit	For all development- in accordance with	

For guidance follow: http://www.wiltshire.gov.uk/wlp-adopted-spg-march-05.pdf	adopted supplementary guidance to Wiltshire & Swindon Waste Local Plan	
Statement of Community Involvement	For 'major' development in accordance with the SCI of the district concerned For all 'local needs' affordable housing	
Structural Survey	For all conversions involving structural works	
Sustainability Statement Useful links http://www.salisbury.gov.uk/sustainable-developmentspg-form.pdf	All development – this should address the issues raised in the Supplementary guidance to PPS1 – published 17 December 2007 and should be included in the Design and Access statement (where one is required)	
Travel plan	All major development Any application for additional accommodation at any school	
Telecommunication Development- Additional Information <ul style="list-style-type: none"> • ICNIRP certificate • Evidence to demonstrate compliance with SDC precautionary policy • Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development) For assistance follow: http://www.salisbury.gov.uk/plan_supplementary-information-for-telecommunication-mast-applications-form.pdf http://www.salisbury.gov.uk/precautionary-policy-telecomms.pdf	Any application for wireless /mobile telecommunications development	
Transport Assessment	All 'major' development Development likely to significantly increase traffic flow on a trunk or classified road	
Ventilation/Extraction statement.	B2 and A3, A4 & A5 uses	
S106 Heads of Terms For development in N Wilts http://www.northwilts.gov.uk/index/env/planning/planningapplications/protocol_for_major_applications_and_section_106.htm	All new residential development within SDC area Major commercial development Formation of residential annexes outside SDC housing policy or housing restraint area boundaries EIA development	