

Validation Checklist

Application for Planning Permission

Common Invalid reasons

There are many reasons as to why an application can be made invalid. This can lead to delays in validating and determining the planning application. These are the top reasons for invalidity:

Invalid reason	Definition
Drawing discrepancies	- Missing or incorrect sizes of doors and windows. - Inconsistent measurements across floor plans, elevations and block plans. - Drawings are not to scale, do not have matching metric scale bars for all differing metric scales represented in the plans, or the metric scale is missing. - Drawings are not shown consistently with the features i.e. steps, walls, fences, ramps and air source heat pumps across all floor plans and elevations. - Solar panels which protrude are not added to all relevant elevations. Or in the case of rooflights, they are missing from the relevant floor plan and elevations. - Bin and cycle store plans and elevations not provided. - Smaller 'key plans' missing metric scale bar or missing 'not to scale' reference. - The redline (development site) drawn across all drawings is not consistent and it needs to be a solid continuous redline (not dashed/dotted). - All works not within the redline application boundary area. - Vehicular and pedestrian visibility splays not shown on the block plan. - BNG onsite drawings embedded within a document instead of separate drawing and the scale bar is either not included or does not measure to scale.
Other discrepancies	- Documents/reports marked as 'Private and confidential' or "Draft" - Application form certificates not correctly dated. - Certificates must have the actual name of the owner (not the occupier).
Formatting	- File size must not exceed 50MB - All drawings must be submitted as PDF's stating the metric scale used and the paper size.

NATIONAL REQUIREMENTS

Forms, plans and documents	Yes
Application form Fully completed including description of development, declaration and applicant details. Applicant details must be provided and should not be described as 'c/o agent'. For further information refer to the Planning Portal	☐
Certificate of ownership Completion of certificate A, B, C or D.	☐
The appropriate fee: View the Council's planning application fees.	☐

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Forms, plans and documents	Yes
Site Location Plan Must include: • Set to scale of 1:1250 or 1:2500 with the application site clearly marked in red and any other owned land marked in blue (which is adjoining or relevant to the application site). • Identify the land to which the application relates (properties shown should be numbered or named to ensure that the exact location of the application site is clear) • Red line should extend up to the public highway where there are works to a building(s), creation of a new access, or alterations to an existing access. • Direction of north indication. • Relationship to neighbouring properties or sites to enable the application site to be located.	☐
Site/Block Plan Must include: • Set to scale of 1:200 or 1:500, with matching scale bar. • Changes in footprint of the building(s). • Clearly annotated to show all existing and proposed buildings and structures, including those to be demolished. • Included details/indication of all trees within the site. • Relationship to the site boundaries and other existing buildings on the site. • The existing and proposed parking arrangements • Details of the access to the highway (with vehicular and pedestrian visibility splays) where relevant to proposed works. See Kent County Council's Design Guide for more information. • Any changes to the boundaries and landscaping of the site.	☐
Floor Plans Existing and proposed floor plans required for all proposals, including for replacement dwellings and for buildings proposed to be demolished. Must include: • Set to scale of 1:50 or 1:100, with matching scale bar. • Clearly showing all windows, doors, rooflights, steps, walls, terraces to match elevations. • All subterranean areas should be shown	☐
Elevations Existing and proposed plans showing any external alterations, including basement area (shown via a dashed/dotted line), fenestrations and roof openings, boundaries and enclosures, and any other structures i.e. renewable energy sources. All relevant elevations should be shown. Same parameters as 'must include' section above.	☐
Roof Plans Where any roof is being altered and the change cannot be adequately shown on the elevation plans, such as chimney positions, roof lights, dormers, and solar panels. Same parameters as 'must include' section above.	☐

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Site Sections: Required where development results in changes to the site topography, or where there are existing significant level changes. Sections to also show any excavation/below ground works, and any patios, raised platforms and decking. Must include Set to scale of 1:100 or 1:200, with matching scale bar.	☐
Biodiversity Net Gain forms, metric and plans. Required: Following information to be included within the completion of the mandatory application form (as above), or via a Biodiversity Statement. - Statement/confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition. See the National Guidance on Biodiversity net gain and the Council's information about biodiversity net gain. - The pre-development biodiversity value(s), either on the date of application or earlier proposed date (as appropriate); - Where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date; - A statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have: - a statement to the effect that these activities have been carried out; - the date immediately before these activities were carried out; - the pre-development biodiversity value of the onsite habitat on this date; - the completed metric calculation tool showing the calculations, and - any available supporting evidence of this; - Description of any irreplaceable habitat, on the land to which the application relates, that exists on the date of application, (or an earlier date). Other required information: - The completed biodiversity metric calculation tool showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value. - Separate scaled drawings (not embedded within reports), with a matching scale bar and other validation requirements indicated above, detailing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable). Further information for Kent County can be found on the Making Space for Nature in Kent and Medway website.	☐

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Environmental Statement Environmental Impact Assessment (EIA) is required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. Where an EIA is required, Schedule 4 of the regulations sets out the information that should be included in an Environmental Statement. Applications for a 'screening opinion' to determine whether an EIA is required or a 'scoping opinion' to establish the level of detail to be provided in the environmental statement can also be applied for. Refer to the Guidance on Environmental Impact Assessments.	☐

LOCAL REQUIREMENTS.

Note – the following documents and information are required at a local level to validate the application where they are relevant to the proposal.

Documents	Yes	N/A
Air Quality assessment Required for all major development, including other development over 1000m² [For further information see the National Guidance on Air Quality] Further air quality appraisal with damage cost analysis may be required to evaluate the harm of a development. [See damage cost guidance].	☐	☐
Arboricultural assessment A BS5837:2012 compliant Arboricultural Assessment is required where development proposals are likely to affect trees protected by a Tree Preservation Order (TPO), trees within a Conservation Area, trees within Ancient Woodland including its 15m buffer zone, Ancient or Veteran Trees or other trees that may be affected by development. 'Likely to affect' includes where trees are located within or adjacent to the development site, or where excavations, foundations, service runs, changes in level, access works or other construction activities are proposed within the Root Protection Area (RPA) or falling distance of retained trees. The assessment should include details of any necessary tree protection measures. The assessment should be carried out by a suitably qualified consultant. For further information, see the Government's tree guidance, and the Arboricultural Association website.	☐	☐
Ancient Woodland and Ancient/Veteran Trees Where development has the potential to affect Ancient Woodland, Ancient Trees or Veteran Trees, the application must be accompanied by sufficient information to assess the proposal's likely direct and indirect impacts on these irreplaceable habitats and features. The assessment should demonstrate how impacts have been avoided, minimised and, where appropriate, mitigated.	☐	☐

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Documents	Yes	N/A
Ancient Woodland and Ancient/Veteran Trees are recognised as irreplaceable habitats within national planning policy. Applicants should have regard to relevant Government, Natural England and Forestry Commission guidance when preparing their assessment. Note: An Ancient Woodland Assessment does not replace the need for BS5837 arboricultural information where development may affect trees. Depending on the nature of the proposal, both an Ancient Woodland Assessment and arboricultural reports may be required. Further guidance and Ancient Woodland assessment guide can be found here: Ancient Woodland, Ancient Trees and Veteran Trees Guidance		
CIL (Community Infrastructure Levy) additional information form The charge will apply to the development of new homes and change of use to a dwelling. It also applies to residential extensions and outbuildings, supermarkets, convenience stores and retail warehousing where the proposed floor space is 100 square metres or more. For more information see the Council's CIL guidance for planning applicants	☐	☐
Contaminated Land Assessment Required for development on sites where there is a history of industrial, commercial or agricultural uses. As a minimum a Phase 1 (desk-top) risk assessment will be required. [For further information see the National Guidance for Land affected by contamination]	☐	☐
Design and Access Statement When required: All new dwellings (including through change of use applications) or replacement dwellings and required for major development. All commercial developments of 100sqm or more.	☐	☐
Drainage assessment Required for major developments. Or where non-mains drainage is proposed a statement to confirm the following is required: • Location, details and impact of system, • Management of the system, • Confirmation that the General Binding Rules are adhered to.	☐	☐
Ecology reports Preliminary Ecology Appraisal (PEA) and any further surveys where the PEA (or subsequent surveys/reports) recommends. Required when the application site is or adjacent to the following (but not limited to): • Designated areas including - Ancient Woodland, SSSI, Local Wildlife Site. • Meadows, grassland, mature trees/woodland and ponds.	☐	☐

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Documents	Yes	N/A
- Conversion, demolition, replacement, or roof alterations to rural buildings; outbuildings; agricultural buildings; farmhouses, older dwellings etc. Where buildings have an ecological potential i.e. derelict, run down, or missing roof tiles. - To assist in assessing whether the building(s) have ecological potential, internal and external photos (covering all sides) of the building will be required. The assessment should be carried out by a suitably qualified ecologist. For all possible habitats see 'Table 1' of Natural England guidance. The Chartered Institute for Ecology & Environmental Management (CIEEM) have guidance for producing a PEA.		
Fire Statement Where development is for two or more dwellings or educational accommodation <u>and</u> meets the height condition of 18m or more, or 7 or more storeys. A Fire Statement form is required. <i>For further information see National Guidance on Fire Safety and high-rise residential buildings.</i>	☐	☐
Flood Risk Assessment (FRA) When the application site is located within Flood Zone 2 or 3, or Flood Zone 1 if development site is greater than 1 hectare. Refer to national flood risk information. <i>Further information on the necessary information to support a planning application required can be found within the National Guidance for Flood Risk Assessments.</i> Surface Water Flooding Where development is at risk from other sources of flooding i.e. surface water, a site specific FRA will be required, in particular where more vulnerable uses are introduced in accordance with Annex F of the NPPF. Check the long term flood risk website for information on other sources of flooding.	☐	☐
Heritage Statement Required when the application site is within, or adjacent to, a designated area (which includes conservation areas and Registered Parks & Gardens), or where the proposed development affects a statutory or locally listed building and/or their setting. Also required if the site is located within the setting of a scheduled monument. The statement should be proportionate to the significance of the asset and the impact of the development. Historic England provides guidance on the setting of heritage assets and for producing heritage statements.	☐	☐
Noise Assessment/Acoustic Report. Noise assessment requirements will vary per type of proposal, for example: Proposals for residential development located in close proximity to commercial or industrial uses – The assessment would need to include	☐	☐

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Documents	Yes	N/A
reference to BS4142:2014+A1:2019, BS8233:2014, WHO guidance and CIEH/IOA/ANC guidance. - Residential dwellings sited adjacent to Main roads / Motorways / A Roads / Railway – The assessment should include reference to BS8233:2014 and may reference WHO guidance and CIEH/IOA/ANC guidance. Noise from roads may include the calculation of road traffic noise (CRTN) a Department of Transport publication from 1988 and rail noise may include Calculation of railway Noise (CRN) a Department of Transport publication from 1995. - Where air source heat pumps, air conditioning or other heat exchanger/condenser technology are proposed, a noise assessment to include evaluation to the latest version of British Standards 4142:2014 will be required. - Proposals for new commercial/industrial uses located within residential areas – Any assessment must include a full evaluation to BS4142:2014+A1:2019 - New commercial development with associated noise generation – the assessment should have regard to the potential impact of the commercial development from vehicle movements, plant and equipment used as part of any process or site activity and air-conditioning plant serving offices etc. Typically BS4142:2014+A1:2019 would be included in any evaluation. For schools and educational premises Building bulletin 93 (BB93) from the Department for Education can be used as guidance. The assessment should be carried out by a suitably qualified acoustic consultant. See National Guidance for Noise.		
Structural survey/statement Required for conversions of agricultural/rural buildings to residential or commercial use.	☐	☐
Planning Obligations	Yes	N/A
S106 Legal Agreement Affordable Housing provision required where the development proposes 10 or more residential units, or where 6 or more units are proposed in a Designated Rural Area. For further information see the Council's Affordable Housing Supplementary Planning Document and the Section 106 templates. Planning Statement/Design and Access Statement should include Heads of Teams for the S106 Legal Agreement.	☐	☐
Financial Viability Report <i>When required:</i> In instances where affordable housing is not proposed, or where the requirements of policy SP3 and/or the Affordable Housing SPD are not met, a Viability Report will be required.		

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Gypsy Status applications	Yes	N/A
Statement of case – required for all Gypsy & Traveller Applications. <i>This document will remain sensitive and not for public viewing.</i> Supporting information relating to any personal circumstances of the applicants/occupiers, that are relevant to the consideration of the application, as set out in the Planning Policy for Traveller Sites (PPTS) 2024 (or any later revision). The supporting information should detail whether there are any: - Welfare, health or education needs for the existing and / or proposed occupiers of the site - Whether there are any other factors that may be relevant for the Council to consider in line with its Public Sector Equality Duty and the Equalities Act and Human Rights Act. Where no personal or welfare considerations are considered to be relevant, this should be confirmed in the application submission.	☐	☐

Additional information that may be required for the application, subject to site constraints.

Note – the following might not be requested to make the application valid, though it may be helpful to submit additional information to address issues that may arise during the course of the application - where they are relevant to the proposal.

Forms and documents	Yes	N/A
Daylight/Sunlight Assessment Where development has the potential to impact daylight and/or sunlight levels for a neighbouring property, or to demonstrate the development will achieve sufficient light levels.	☐	☐
Landscaping Strategy Required where any significant hard and soft landscaping works are proposed.	☐	☐
Landscape and Visual Impact Assessment Required for major applications and development in sensitive areas i.e. Sites of Special Scientific Interest (SSSI), National Landscapes (AONB) etc.	☐	☐
Lighting strategy Required for development in rural landscapes and within National Landscapes (AONB), or sites of Ecological importance. Required for major development proposals.	☐	☐
Planning Statement Statement to outline history, constraints, policy, justification and proposals for example.	☐	☐
Technical or Manufacture specifications Technical documentation for plant and equipment i.e. Air Source Heat Pumps or Air Conditioning units.	☐	☐
Transport and parking statement, or Travel Plan Required for all developments which generate significant amounts of movements. <i>For further information see National Guidance on Travel Plans and Statements.</i>	☐	☐

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Other documents	Yes	N/A
Affordable Housing Statement	☐	☐
Economic Statement	☐	☐
Employment Land Study	☐	☐
Environmental Impact Statement	☐	☐
Infrastructure and Utility statement	☐	☐
Open Space provisions	☐	☐
Refuse strategy	☐	☐
Statement of Community Involvement	☐	☐
Sustainability strategy	☐	☐
3D Digital Model	☐	☐