



NATIONAL VALIDATION CRITERIA

October 2013

This document has been produced in accordance with the Town and Country Planning (Development Management Procedure) (England) (Amendment No.3) Order 2012 and the Communities and Local Government Guidance on Information Requirements and Validation.

	Requirement	Types of application to which this requirement applies	Additional Information
N1	<p>Relevant Application Form</p> <p>3 copies (2 copies for an advertisement application) if submitted by post (paper)</p> <p>1 copy if submitted electronically</p>	All applications	<ul style="list-style-type: none"> • Full contact details of the applicant and/or agent (where appropriate) must be completed. • All questions must be answered. • Declaration must be signed and dated.
N2	Appropriate Fee paid in full	<p>All applications where a fee is necessary.</p> <p>Fees are not normally required for:</p> <ul style="list-style-type: none"> • resubmissions within twelve months of determination of an application for which the relevant fee was paid • applications made where permitted development rights have been withdrawn by planning condition • applications for listed building consent or works to trees. 	<ul style="list-style-type: none"> • You can calculate or view all Planning Fees and exemptions here: Planning Fees • If your planning application is submitted on line via the Planning Portal http://www.planningportal.co.uk/ you can also pay on line via a secure web-site. • Alternatively, if submitting a paper submission you can Pay Online with a credit/debit card, send a cheque made payable to ESBC or pay with your Debit/Credit card by calling 01283 508606.

N3	Agricultural Holding Certificate 3 copies if submitted by post 1 copy if submitted electronically	All applications (except for consent to display advertisements).	<ul style="list-style-type: none"> Delete those parts which are not applicable. Sign and date.
N4	Ownership Certificate 3 copies if submitted by post 1 copy if submitted electronically	All applications (except for consent to display advertisements).	<ul style="list-style-type: none"> If the applicant is the sole owner of the site (and there are no long leases) then Certificate A must be completed. If the applicant is not the owner of the site (or only owns part) and the applicant knows who owns the site (or the other parts) then Certificate B must be completed (see N5 below). Certificate C should be completed if there is more than one owner and the applicant knows some but not all of the owners of the site. (See N5 below). Long leaseholders (more than 7 years remaining) are treated as owners for these purposes and therefore need to complete Certificate A. Certificate D should be completed if the applicant does not know any of the owner(s) of the site (see N5 below).
N5	Article 11 Notice 3 copies if submitted by post 1 copy if submitted electronically	All applications where Ownership Certificates B, C or D have been completed	<ul style="list-style-type: none"> A notice must be served on all owners and/or published in the press in accordance with the instructions on the Certificate. A copy of the Article 11 notice must be included in the application submission and can be found here: Article 11 Form Where certificates C or D have been completed, a copy of the article published in the newspaper must also be provided.
N6	Location Plan 3 copies (2 copies for an advertisement)	All applications	<ul style="list-style-type: none"> Based on an up-to-date map, drawn to an appropriate metric scale e.g. 1:1250, 1:2500. Must show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure the exact location of the application site is clear.

	<p>application) if submitted by post</p> <p>1 copy if submitted electronically</p>		<ul style="list-style-type: none"> • Site boundaries must be edged clearly with a red line. Include all land necessary to carry out the proposed development – e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. • Where access is a reserved matter, the application for outline planning permission shall state the area or areas where access points to the development proposed will be situated. • A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. • Must show the direction of North. • Identifies the proposed position of any advertisement proposed. • You can purchase 4 original location plans to submit with your planning applications by e-mailing your request to dcsupport@eaststaffsbc.gov.uk or you can obtain them direct from the Customer Services Centre, Market Place, Burton upon Trent, Uttoxeter Customer Services Centre, Red Gables, High Street, Uttoxeter or by calling 01283 508606. You can Pay Online with a credit/debit card or payment can be made by cheque made payable to ESBC. You will need to complete a declaration/request form which can be found here: Ordnance Survey Declaration Form
<p>N7</p>	<p>Block/Site Plan</p> <p>3 copies if submitted by post</p> <p>1 copy if submitted electronically</p>	<p>All applications</p>	<ul style="list-style-type: none"> • Drawn to an appropriate metric scale e.g. 1:200 or 1:500 • Must show the site boundaries. • Must show the type and height of boundary treatment (e.g. walls, fences etc). • Must show the position of any immediately adjacent buildings or structure outside the site. • All elevations and plans must be clearly and logically named and given titles which refer to their content and details must be clear enough so that the quality of detail is not compromised when scanned and viewed electronically e.g. faint lines are unacceptable. • Must show the direction of North. • Must show clearly the proposed works in relation to what is already there, where relevant, preferably by the use of colour, differentiating them from the existing building(s). • Access and parking provision where relevant. You can purchase 4 original block plans to submit with your planning applications by e-mailing your request to dcsupport@eaststaffsbc.gov.uk or you can obtain them direct from the Customer Services Centre, Market Place, Burton upon Trent, Uttoxeter Customer Services Centre, Red Gables, High Street, Uttoxeter or

			<p>by calling 01283 508606. You can Pay Online with a credit/debit card or payment can be made by cheque made payable to ESBC. You will need to complete a declaration/request form which can be found here: Ordnance Survey Declaration Form.</p> <ul style="list-style-type: none"> Where new buildings (excluding household extensions) are proposed, existing site levels and finished floor levels should be shown on the plan (with levels related to a fixed datum point either off-site but nearby, or at some point on the site which will not be affected by the works proposed). N.B. Where no changes to site levels are proposed, and finished floor levels are not to be raised, stating this on plans will be acceptable.
N8	<p>Any Other Plans, Drawings or Information Necessary to Describe the Proposal</p> <p>3 copies if submitted by post (2 copies for an advertisement application)</p> <p>1 copy if submitted electronically</p>	<p>All applications proposing new buildings or alterations to the exterior of existing buildings.</p>	<p>Existing and Proposed Elevations</p> <ul style="list-style-type: none"> Drawn to an appropriate metric scale e.g. 1:50 or 1:100. Must show clearly the proposed works in relation to what is already there. All elevations should clearly indicate the existing and proposed building materials and the style, materials and finish of windows and doors. Any blank elevations must also be included; if only to show that this is in fact the case. All elevations and plans must be clearly and logically named and given titles which refer to their content and details must be clear enough so that the quality of detail is not compromised when scanned and viewed electronically e.g. faint lines are unacceptable. Where any proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. Elevations should accurately correspond with proposed floor plans. Advertisement applications require the following:- <ul style="list-style-type: none"> existing and proposed elevations to a scale of 1:50 or 1:100 a drawing to a scale of 1:50 or 1:100 showing advertisement size, siting, materials and colours to be used height above ground extent of projection and details of method and colours of illumination (if applicable).
		<p>All applications proposing new or</p>	<p>Existing and Proposed Floor Plans</p> <ul style="list-style-type: none"> Drawn to an appropriate metric scale e.g. 1:50 or 1:100.

		<p>amended floorspace and/or proposals to alter existing buildings.</p>	<ul style="list-style-type: none"> • Must show the proposed openings to accord with elevations. • Where existing buildings or walls are to be demolished these should be clearly shown. • The drawings submitted should show details of the existing building(s), where relevant, as well as those of the proposed development. • For change of use applications (where internal alterations are proposed) – must show existing and proposed layout of the rooms on the submitted drawings.
		<p>All applications proposing changes to site levels or where existing levels across the site vary more than 1m.</p>	<p>Existing and Proposed Site Sections</p> <ul style="list-style-type: none"> • Cross section(s) through the proposed building(s) to show both existing and finished levels drawn to an appropriate metric scale e.g. 1:50 or 1:100. • Levels should be related to a fixed datum point either off-site but nearby, or at some point on the site which will not be affected by the works proposed).
		<p>Roof Plans</p>	<p>All applications where alterations to the roof are proposed.</p> <ul style="list-style-type: none"> • Drawn to an appropriate metric scale e.g. 1:50 or 1:100. • Must show the shape of the existing and proposed roof. • Must show details of the roofing material, any rooflights, flues and any vents and their location on the roof.
<p>N9</p>	<p>Design and Access Statement (DAS) 3 copies if submitted by post 1 copy if submitted electronically</p>	<p>All Major Developments</p> <p>Development in a Conservation Area Consisting of:</p>	<p>A DAS shall:-</p> <ul style="list-style-type: none"> • Demonstrate how the issues relating to access to the development have been dealt with. (Except for applications for Listed Building Consent). • Explain the design principles and concepts that have been applied to the development;

		<ul style="list-style-type: none"> • The provision of one or more dwellings • The provision of a building or buildings where the floorspace is 100 square metres or more <p>All applications for Listed Building Consent or development within the curtilage of a listed building.</p>	<ul style="list-style-type: none"> • Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account • Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account; • State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and • Explain how any specific issues which might affect access to the development have been addressed. <p>DAS does not apply to an application for planning permission which is:-</p> <ol style="list-style-type: none"> a) For permission to develop land without compliance with conditions previously attached, made pursuant to section 73 of the 1990 Act(a); b) For engineering or mining operations; c) For a material change in use of the land or buildings; d) For development which is waste development.
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