

V4 - Validation Checklist 4

Planning Permission

Please return to:
Planning, Ashford Borough Council

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01233 331111.



ASHFORD
BOROUGH COUNCIL

Civic Centre
Tannery Lane
Ashford, Kent
TN23 1PL
(01233) 331111

Drawings

Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings must include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale).
- A scale bar indicating a minimum of 0-10 metres.
- Indicate the direction of North on layout and location plans.
- Have a title to identify the development and subject of the drawing (e.g. Residential development at Netherfield Park, Merryton – Site Layout).
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed).
- The date the drawing was drawn or any changes made.
- Annotation against the drawing to indicate all key external dimensions.

If you are applying in hard copy format, please provide an electronic version of the application in PDF format on a CD. Please ensure individual PDF files are less than 5Mb in size.

If applying in hard copy format you must submit the original application, plus 3 copies of all documentation relating to the application. If applying electronically a single copy is sufficient.

Documents

Documents that **must** be included with your application:

- Correct Fee** (see www.ashford.gov.uk for Planning Fees)
 - Application Form, completed, signed** (unless submitted electronically) **and dated**
 - Ownership Certificate:**
 - A** (included in Application Form: the applicant owns the land) **OR**
 - B** (Form Part 2(1): the applicant does not own the land but has served certificate of notice on owner) **OR**
 - C** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate but has notified owners) **OR**
 - D** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)
 - Agricultural Holdings Certificate**
 - Site Location Plan (Scale 1:1250 or 1:2500)** with the application site outlined in red and any other land owned by the applicant outlined in blue.
 - Site Layout Plan/Block Plan (Scale 1:100 or 1:200)**
 - Existing and Proposed Elevations (Scale 1:50 or 1:100)**
 - Existing and Proposed Floor Plans (Scale 1:50 or 1:100)**
 - Existing and proposed Roof Plans (Scale 1:50 or 1:100)**
 - Existing and Proposed site sections and finished floor and site levels (Scale 1:50 or 1:100)**
 - Planning Statement**
 - Design & Access Statement** (if required – see Design and Access Matrix) (see www.ashford.gov.uk for Design and Access Guidance)
- Does your ownership status require you to complete Ownership certificates B, C or D?
- Yes No
- If **yes**, please provide **evidence** that notice has been given/published appropriately

Local Requirements

A completed Validation Checklist

Having read our Validation Advice Note does your proposal require the submission of any of the following? Please tick the Yes box for those that that apply and submit the relevant documents with your application.

Affordable Housing Statement

Yes No

Air Quality Assessment

Yes No

Biodiversity: Ecological Site Assessment, Ecological Survey and Protected Species Survey

Yes No

Contaminated Land Investigation

Yes No

Development Contributions Viability Statement

Yes No

Drainage

Yes No

Economic Statement

Yes No

Employment Land Study

Yes No

Environmental Impact Statement

Yes No

Flood Risk Statement

Yes No

Heritage Statement

Yes No

Landscaping

Yes No

Landscape and Visual Impact Assessment

Yes No

Lighting Assessment/Details of Lighting Scheme

Yes No

Listed Building and Conservation Area Assessment

Yes No

Noise Impact Assessment

Yes No

Open Space Assessment

Yes No

Other Plans to describe the proposal

Yes No

Parking/Servicing Details

Yes No

Photographs/photomontages showing the whole of the building and its setting and/or the particular section of the building affected by the proposal(s)

Yes No

Planning Obligation(s)/Draft Heads Of Terms for S106 Agreement

Yes No

Refuse Disposal including Site Waste Management Details

Yes No

Renewable Energy Assessment

Yes No

Retail Assessments - Need, Sequential Approach and Impact Assessments

Yes No

Statement of Community Involvement

Yes No

Structural Survey

Yes No

Sunlight/Daylight Assessment

Yes No

Sustainable Design and Construction Assessment

Yes No

Telecommunications Development – Supplementary Information

Yes No

Transport Assessment and Travel Plan

Yes No

Tree Survey

Yes No

Utilities Statement

Yes No

Ventilation/Extraction Details

Yes No

If you do not consider that any of the above are required to be submitted please explain why in the box beneath your signature on the next page.

If you answered yes to any of the above but did not supply the information your application will be invalid.

Further guidance on completing the necessary documentation required to submit a planning application is available in our guidance notes available on our web site.

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

Signed:.....

Date:.....

Please insert any additional information here: