

Validation Checklist

Requirements for an application for planning permission

Applications can be submitted electronically using the Planning Portal website (www.planningportal.gov.uk)

If you submit the application in paper form, we require
3 copies of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.	
For major applications (10+ dwellings or 1,000+sqm floor space) applicants are requested to provide information on a CD in addition to paper copies.	
For major applications on very large sites, plans and drawings, at an appropriate scale to be agreed, may be acceptable.	
The correct fee (www.planningportal.gov.uk/planning/)	
Completed Application Form	
Completed Ownership Certificate and Agricultural Land Declaration	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement	
Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	

Applications may also require the following information:	
Archaeological Assessment will be required if proposal will have impact on archeology	
Biodiversity Survey (Phase 1 Habitat Survey) will be required if proposal will have an impact on wildlife and biodiversity	
Community Infrastructure Levy Additional Information Form will be required for all applications for development of floor space (including residential extensions, for the creation of a new dwellings (of any size), or for the conversion of a new building no longer in use.)	
Community Involvement Statement will be required for all major developments	
Design and Access Statement required for all major development and for development within a conservation area consisting of one or more dwellings or a building with floor space of 100 square metres or more	
Environmental Statement will be required in accordance with the Environmental Impact Assessment Regulations	
Flood Risk Assessment will be required for all developments in Flood Risk Zones 2 and 3 as defined by the Environment Agency or any development of 1 hectare or over	
Heritage Statement will be required if proposal affects heritage assets	
Land Contamination Assessment will be required if the site is known to be or suspected of being contaminated	
Noise Impact Assessment will be required for proposals that could affect noise sensitive properties and/or involve activities that may generate significant levels of noise	
Infrastructure Requirements Statement will be required for all applications for major development, applications for residential development between 11-14 units with a site area of greater than 0.5ha (as these trigger affordable housing) and applications for residential development of between 6-10 units that is located in the Area of Outstanding Natural Beauty (AONB) in a site area of greater than 0.5ha (as these trigger affordable housing)	
Retail Impact Assessment will be required for all major retail development	
Structural Survey will be required where substantial demolition or excavation works are proposed	
Town Centre Uses/Impact Assessment will be required for proposals for town centre uses to demonstrate accordance with the requirements of the National Planning Policy Framework	
Transport Assessment will be required for all developments where there is likely to be significant transportation implications	
Tree Survey and/or Arboricultural Statement will be required if proposal is likely to affect trees within the application site or on land adjacent to the site	

If you any queries relating to the Listed Building please contact the Council's Conservation Officer on 01793 466327 or email conservation@swindon.gov.uk

If you have any queries relating to trees please contact the Council's Arboricultural Officer on 01793 466318 or email greade@swindon.gov.uk

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised March 2015)