

Validation Requirements Householder Planning Applications

PART I - Compulsory Requirements

All Plans:

- Marked “Do Not Scale”, or similar, cannot be accepted.
- Must have a scale bar.
- Should show the original paper size.
- Where plans are based upon Ordnance Survey information/maps/data then to preserve Ordnance Survey copyright, the relevant licence to reproduce the data should be clearly shown. No application will be registered if any of the drawings submitted infringe or appear to infringe Ordnance Survey copyright.

The national requirements for planning applications state that all applications for planning permission must include:

The completed application form	The standard application form requires applicants to supply information on a range of issues, tailored to the type of application. Applicants must answer all the questions. Application forms can be found on our website.
Reason not included;	

The correct fee	Most planning applications incur a fee. These are statutory fees set by Central Government. The Planning Portal includes a fee calculator for applicants.
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Reason not included;

Ownership certificates	The correct ownership certificate must be completed. They are included in the application form. Please see guide to ownership certificates .
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Reason not included;

Agricultural Holdings Certificate	All agricultural tenants on a site MUST be notified prior to the submission of a planning application. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. Please see for more information . This certificate is required for all applications whether or not the site is used agriculturally. It is incorporated into the standard application form, and must be signed in order for the application to be valid.
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Reason not included;

The Location Plan	<p>ALL applications MUST include a location plan based on an up-to-date map.</p> <p>It must be;</p> <ul style="list-style-type: none">• An identified Metric Scale (ideally 1:1250 or 1:2500)• All plans must show the direction of North• Where possible scaled to fit A4 or A3 paper• Show the site area and surrounding context• Application site should be cleared edged with a red line and should include all land necessary to carry out the proposed development i.e. the access from a public highway.• Any other land owned by the applicant close to or adjoining the site should be edged in blue.
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Reason not included;

Site/ Block Plan	<p>The site plan should be drawn at an identified standard metric scale (ideally 1:500).</p> <p>It must accurately show:</p> <ul style="list-style-type: none">• The direction of North• The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries <p>and the following, unless these would NOT influence or be affected by the proposed development:</p>
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	<ul style="list-style-type: none"> All the buildings, roads and footpaths on land adjoining the site including access arrangements All public rights of way crossing or adjoining the site└ The position of all trees on the site, and those on adjacent land. The extent and type of any hard surfacing; and□ Boundary treatments including walls or fencing where this is proposed.
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Reason not included;

Drawings (including floor plans and elevations)	<p>All drawings should be provided at a preferred scale of either 1:100 or 1:50</p> <p>Plans should show the following;</p> <ul style="list-style-type: none">• Explain the Proposal in detail• Clearly show the works in relation to what is already there• Indicate where possible proposed materials, style and finish of windows and doors• Blank elevations must also be included for clarity• Existing buildings or walls that are proposed to be demolished should be clearly shown• New buildings should be shown in context with adjacent buildings• Where a proposed elevation adjoins or is in close proximity to another building, drawings should clearly show the relationship of levels between buildings and the position of window openings on each property.
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Reason not included;

<p>Section drawing</p> <p>Where required</p> <p>a) Where a proposal involves a change in ground levels</p> <p>b) On sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular, the relative levels between existing and proposed buildings.</p>	<p>Scale Drawings should preferably be at a scale of 1:50 or 1:100 and show;</p> <ul style="list-style-type: none">• A cross-section through the proposed building(s)/extension• Existing and finished floor levels• How proposed level changes relate to retained trees <p>For sloping sites the Section should show;</p> <ul style="list-style-type: none">• How the proposal sits within the site• The relative levels between existing and proposed buildings• Plans should verify proposed finished floor levels in relation to existing ground/floor levels• Where retaining structures are required these should be shown <p>The drawings may take the form of contours, spot levels, or cross/long sections.</p>
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Reason not included;

Design and Access Statement

Where required

- a) Applications for Major Development
- b) Applications for one or more dwelling houses in a Conservation Area
- c) Applications for 100m² or more of additional floorspace in a Conservation Area
- d) Listed Building Consent

The statement should:

- Explain the design principles and design concept and how the design relates to its wider context (through a full context appraisal where appropriate)
- Be illustrated, as appropriate, with plans and elevations; photographs of the site and its surroundings; and other illustrations such as perspectives
- Explain how the access arrangements would ensure that all users (including people with disabilities) would have equal and convenient access to buildings and spaces and the public transport network
- Address the need for flexibility of the development and how it may adapt to changing needs.

Reason not included;

Flood Risk Assessment

Where required

- a) Development in flood zone 2 or 3
- b) Developments of more than 1hectare(ha) in flood zone 1.
- c) Less than 1ha in flood zone 1 for development to a more vulnerable class (e.g. commercial to residential) where they could be affected by sources flooding other than rivers.
- d) In an area within flood zone 1 which has critical drainage problems as notified by the environment agency.

The Risk Assessment should;

- Identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed taking climate change into account.

You can [find out which flood zone you are located in on the gov.uk website.](#)

[Technical Guidance](#) to the National Planning Policy Framework provides guidance about how to write a flood risk assessment and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

See also policy NBE5 of the Hart Local Plan (Strategy and Sites) 2032 and [Hart District Council Strategic Flood Risk Assessment.](#)

Reason not included;

PART II - Local Requirements

Hart District Council requires that additional information, known as the Local Requirements, are submitted where necessary. Applicants are advised to seek advice on the need for more information before submitting an application. The information requirements are set out below

<p>Heritage Statement</p> <p>When required</p> <ul style="list-style-type: none">a) Listed Building Consent applicationb) Applications for development within the curtilage of a listed buildingc) Applications for sites within a Conservation Aread) Applications affecting Scheduled Monumentse) Application sites within or affecting Registered Parks & Gardensf) Applications affecting the setting of a heritage asset (adjacent to a listed building or conservation area) <p>Heritage Statements are required for both designated and non-designated heritage assets.</p> <p>Designated heritage assets comprise of:</p> <ul style="list-style-type: none">g) Listed Buildingsh) Conservation Areasi) Scheduled Ancient Monumentsj) World Heritage Sitesk) Registered Parks and Gardens	<p>A Heritage Statement should include;</p> <ul style="list-style-type: none">• Statement of significance• Impact assessment and mitigation strategy• Statement of justification• Assessment made by a specialist, where relevant• Structural and condition survey, where relevant• Repairs schedule, where relevant• Building regulations compliance (where relevant) <p>For more guidance on these points please see the Heritage Statement Guidance Document</p> <p>See also saved Policies GEN1 and CON10 and the Hart District Local Plan (Replacement) 1996-2006 and NBE8 of the Hart Local Plan (Strategy and Sites) 2032.</p> <p>Please see for more information regarding heritage assets.</p>
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- l) Registered Battlefields
- m) Protected Wreck sites

Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions. These can include buildings identified as having local importance or positive contributors in designated heritage assets such as conservation areas.

Reason not included;

<p>Land Contamination Assessment</p> <p>a) Any development, but not including changes of use where no material physical alteration is proposed, that comprises housing likely to be used by families with children, where the land is not currently or last used for such a use; or</p> <p>b) Any site, excluding householder development, situated within 250 metres of a former landfill site, and</p> <p>c) Any site where contamination is known to exist; or</p> <p>d) Any site where contamination is likely due to existing or previous uses.</p>	<p>Information required</p> <p>Brownfield sites and some Greenfield sites have the potential to be contaminated and therefore may pose a risk to current or future site occupiers, future buildings on the site and to the environment.</p> <p>A contaminated land assessment may be required but the level of information required as part of a land contamination assessment will vary depending on the known and/ or suspected levels of contamination.</p> <p>The Government Policy is set out in the National Planning Policy Framework Section 15, (paragraphs 170, 178-183).</p> <p>Please see for more guidance.</p> <p>See also saved policy GEN 1 of the Hart District Local plan (Replacement) 1996-2006 and NBE6 & NBE11 of the Hart Local Plan (Strategy and Sites) 2032.</p>
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Reason not included;

Nature Conservation/Biodiversity/Ecological Assessment

When required

- a) Any application within a Site of Special Scientific Interest (SSSI), or a Site of Interest for Nature Conservation (SINC).
- b) Any application where a Protected Species Survey is required following Natural England's protected species flowchart.

Information required

Assessment should include;

- Indicate any significant biodiversity or geological conservation interest
- The location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations, 2017 or other animals protected under their own legislation

Guidance on the situations in which bats are likely to be present and where a developer can reasonably be expected to submit a bat survey is given by the [Bat Conservation Trust's "Bat Surveys - Good Practice Guidelines"](#).

If the flowchart indicates that there is a reasonable likelihood of a protected species a Phase I habitat survey needs to be completed. If the presence of a protected species is identified, then a Phase II survey needs to be completed along with a proposed mitigation strategy.

Details of the minimum requirements of these, which depend on the species involved, can be found on Natural England's website.

See also Saved Policies GEN1 and CON7 and CON8 of the Hart District Local Plan (Replacement 1996- 2006) Policy NBE4 of the Hart Local Plan (Strategy and Sites) 2032 and Policy NRM6 of the South East Plan.

Reason not included;

<p>Parking Statement/ plan</p> <p>When required</p> <p>a) Proposals where there is an increased requirement for vehicle parking and/or where existing parking arrangements are changing (this includes increase in bedroom numbers)</p> <p>b) All new residential and new/expanded commercial development will require the provision of cycle stores.</p>	<p>Information required</p> <ul style="list-style-type: none"> • Details of existing and proposed parking provision in when there is an increased need for car/lorry parking and/or where existing car/lorry parking arrangements are changing. <p>Where cycle stores are required;</p> <ul style="list-style-type: none"> • Location, elevations and materials for cycle stores <p>Cycle stores must be designed and sited to minimise their impact and should, wherever possible, be either incorporated internally as part of the building or sited behind the building line.</p> <p>See also Saved Policy GEN1 of the Hart District Local Plan (Replacement 1996-2006 And Policy INF3(d) of the Hart Local Plan (Strategy and Sites) 2032, the Council's Interim Guidance and Manual for streets</p>
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Reason not included;

<p>Tree Survey/Arboricultural Implications Statement</p> <p>When required</p> <p>Any new building work (including construction of access drive, patios, and the laying of drains/services) that comes within 15metres of:</p> <p>a) A tree the subject of a Tree Preservation Order either within the application site or on adjoining land or</p> <p>b) A tree that lies within a Conservation Area.</p> <p>c) Any new building work that may affect Ancient Woodland, or Ancient or Veteran trees, on or adjacent the site</p> <p>An Arboricultural Method Statement must be provided;</p> <p>a) Where the development requires works to be carried out to a tree that is the subject of a tree preservation order.</p>	<p>Information required</p> <p>An Arboricultural Impact Appraisal should follow the guidance in British Standard 5837-2012 Trees in relation to design, demolition and construction.</p> <p>The survey plan should;</p> <ul style="list-style-type: none"> • Identify the species of tree and their dimensions • Identify the impact the tree has (if any) • Identify any tree proposed to be removed (if any) <p>An Arboricultural Method Statement should set out;</p> <ul style="list-style-type: none"> • Measures needed to protect the trees shown to be retained • Schedules of any necessary tree work • Proposals for long-term maintenance. • It should also include any trees on adjacent sites affected by the works <p>See also Saved Policy CON8 of the Hart District Local Plan (Replacement) 1996-2006, NBE4 of Local Plan (Strategy and Sites) 2032 and the National Guidance regarding ancient woodland.</p>
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Reason not included;