

## **Local List**

The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out a number of mandatory national requirements for planning applications, including application forms, fees, ownership certificates and location/site layout plans.

A Local Validation list is a compendium of the supporting documents which are required to be submitted when making a planning application. The list sets out the information that will be required and in what circumstance that information is required.

Paragraph 193 of the National Planning Policy Framework (NPPF) requires Local planning authorities to publish a list of information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local planning authorities should only request supporting information that is relevant, necessary, and material to the application in question.

This local list is designed to provide clarity for applicants and agents about the need for submission of required documents up-front, having regard to the size, scale and complexity of the application. This will help ensure agents and applicants know exactly what is required of them in support of their proposal to validate a planning application and enable determination as quickly as possible within the statutory time limit.

Following a second period of public consultation between the 19<sup>th</sup> of February 2024 and the 15<sup>th</sup> of March 2024, this approved list of Local Validation requirements came into effect on 1<sup>st</sup> April 2024.

# Local Validation Checklist Table

Application type	National Requirements						Local Validation Requirements															
	Application form/fee/Ownership Certificate	Location Plan (1:1250)	Block Plan (1:200/1:500)	To scale Plans of all existing and proposed elevations	Design and access statement <sup>1</sup>	Complete Defra metric & statement <sup>2</sup>	Biodiversity Gain Plan <sup>3</sup>	Ecological Survey <sup>4</sup>	Transport Assessment	Unilateral Undertaking for GIRAMS <sup>5</sup>	Heritage Statement <sup>14</sup>	Arboricultural report <sup>9</sup>	Flood Risk Assessment/Compliance With Policy ENV09 of the Breckland Local Plan (adopted 2019) <sup>15</sup>	Structural Survey	Contaminated land vulnerability questionnaire <sup>7</sup>	Air quality and dust <sup>8</sup>	Lighting Assessment <sup>6</sup>	Joinery details and Schedule of works	Healthy Planning Checklist <sup>10</sup>	Health Impact Assessment	Community safety information	Nutrient Neutrality Calculator and HRA <sup>14</sup>
Householder	Yes	Yes	Yes	Yes				Where any protected and priority species are likely to be present		Yes, in a Conservation Area or within the curtilage <sup>15/</sup> setting <sup>16</sup> of a Listed Building or Heritage Asset	Yes where trees/hedgerows are likely to be affected											
Outline	Yes	Yes	Indicative plan showing potential layout	Yes if major application <sup>11</sup> . In a Conservation Area if for one or more dwellings or building(s) with a floor space of 100 square metres or more	Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes	Yes for all major development	Yes where overnight stays are created	Yes, in a Conservation Area or within the curtilage <sup>15/</sup> setting <sup>16</sup> of a Listed Building or Heritage Asset	Yes where trees/hedgerows are likely to be affected	Yes for major applications <sup>11</sup> or applications in areas of flood risk.		Yes	Applications which may have potential effects on air quality <sup>8</sup>	Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses		If over 5 dwellings or 1000sqm of floorspace	If over 50 dwellings	Yes for majors only	For development which generates an overnight stay in an NN catchment	
Reserved Matters	Yes	Yes	Yes	Yes	Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes		Yes where overnight stays are created (and not completed at outline)	Yes, in a Conservation Area or within the curtilage <sup>15/</sup> setting <sup>16</sup> of a Listed Building or Heritage Asset	Yes where trees/hedgerows are likely to be affected	Yes for major applications <sup>11</sup> or applications in areas of flood risk.		Yes	Applications which may have potential effects on air quality <sup>8</sup>	Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses		If over 5 dwellings or 1000sqm of floorspace	If over 50 dwellings	Yes for majors only	For development which generates an overnight stay in an NN catchment	

Application type	National Requirements						Local Validation Requirements															
	Application form/fee/ Ownership Certificate	Location Plan (1:1250)	Block Plan (1:200/ 1:500)	To scale Plans of all existing and proposed elevations	Design and access statement <sup>1</sup>	Complete Defra metric & statement <sup>2</sup>	Biodiversity Gain Plan <sup>3</sup>	Ecological Survey <sup>4</sup>	Transport Assessment	Unilateral Undertaking for GIRAMS <sup>5</sup>	Heritage Statement <sup>14</sup>	Arboricultural report <sup>8</sup>	Flood Risk Assessment/Compliance With Policy ENV09 of the Breckland Local Plan (adopted 2019) <sup>15</sup>	Structural Survey	Contaminated land vulnerability questionnaire <sup>7</sup>	Air quality and dust <sup>6</sup>	Lighting Assessment <sup>9</sup>	Joinery details and Schedule of works	Healthy Planning Checklist <sup>10</sup>	Health Impact Assessment	Community safety information	Nutrient Neutrality Calculator and HRA <sup>16</sup>
Full	Yes	Yes	Yes	Yes	Yes if major application <sup>11</sup> . In a Conservation Area if for one or more dwellings or building(s) with a floor space of 100 square metres or more	Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes (Major developments from 12/02/24 and minors from 02/04/24)	Yes	Yes for all major development	Yes where overnight stays are created	Yes, in a Conservation Area or within the curtilage <sup>15</sup> / setting <sup>16</sup> of a Listed Building or Heritage Asset	Yes where trees/ hedgerows are likely to be affected	Yes for major applications <sup>11</sup> or applications in areas of flood risk.	For all Policy HOU12 <sup>13</sup> applications – Yes. Also where new stories are added	Yes	Applications which may have potential effects on air quality <sup>8</sup>	Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses		If over 5 dwellings or 1000sqm of floorspace	If over 50 dwellings	Yes for majors only	For development which generates an overnight stay in an NN catchment
Prior Approvals, including Part Q	Yes	Yes	Yes	Yes including a floor plan with dimensions/ use and elevation plans (the latter not required to validate the application but could result in refusal if not submitted)				Yes (not required to validate the application but could result in refusal if not submitted)		Yes where overnight stays are created			Yes (not required to validate the application but could result in refusal if not submitted)	Yes (not required to validate the application but could result in refusal if not submitted)	Yes (not required to validate the application but could result in refusal if not submitted)							For development which generates an overnight stay in an NN catchment

Application type	National Requirements						Local Validation Requirements																
	Application form/fee/ Ownership Certificate	Location Plan (1:1250)	Block Plan (1:200/ 1:500)	To scale Plans of all existing and proposed elevations	Design and access statement <sup>1</sup>	Complete Defra metric & statement <sup>2</sup>	Biodiversity Gain Plan <sup>3</sup>	Ecological Survey <sup>4</sup>	Transport Assessment	Unilateral Undertaking for GIRAMS <sup>5</sup>	Heritage Statement <sup>14</sup>	Arboricultural report <sup>8</sup>	Flood Risk Assessment/Compliance With Policy ENV09 of the Breckland Local Plan (adopted 2019) <sup>15</sup>	Structural Survey	Contaminated land vulnerability questionnaire <sup>7</sup>	Air quality and dust <sup>9</sup>	Lighting Assessment <sup>10</sup>	Joinery details and Schedule of works	Healthy Planning Checklist <sup>6</sup>	Health Impact Assessment	Community safety information	Nutrient Neutrality Calculator and HRA <sup>16</sup>	
Change of Use	Yes	Yes	Yes	Yes			Yes where the impact is more than 25sqm of priority habitat	Yes		Yes where additional overnight stays are created	Yes, in a Conservation Area or within the curtilage <sup>15/</sup> setting <sup>16</sup> of a Listed Building or Heritage Asset		Yes for major applications <sup>11</sup> or applications in areas of flood risk.	Yes		Applications which may have potential effects on air quality <sup>9</sup>	Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses		If over 5 dwellings or 1000sqm of floorspace	If over 50 dwellings	Yes for majors only	For development which generates an overnight stay in an NN catchment	
Variation of Condition	Yes			Yes, annotated amended drawings including a schedule of changes or other supporting plans/ documents				Yes			Yes, in a Conservation Area or within the curtilage <sup>15/</sup> setting <sup>16</sup> of a Listed Building or Heritage Asset	Yes where trees/ hedgerows are likely to be affected	Yes for major applications <sup>11</sup> or applications in areas of flood risk.		Yes		Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses		If over 5 dwellings or 1000sqm of floorspace	If over 50 dwellings	Yes for majors only	For development which generates an overnight stay in an NN catchment	
Advert	Yes	Yes	Yes	Yes																			
Non-Material Amendment	Yes			Yes, if amending plans & including a schedule of changes.																			
Permission in Principle	Yes	Yes	Indicative plan showing potential layout					Yes	Yes where overnight stays are created		Yes, in a Conservation Area or within the curtilage <sup>15/</sup> setting <sup>16</sup> of a Listed Building or Heritage Asset	Yes where trees/ hedgerows are likely to be affected			Yes				If over 5 dwellings or 1000sqm of floorspace			For development which generates an overnight stay in an NN catchment	

Application type	National Requirements						Local Validation Requirements																
	Application form/fee/ Ownership Certificate	Location Plan (1:1250)	Block Plan (1:200/ 1:500)	To scale Plans of all existing and proposed elevations	Design and access statement <sup>1</sup>	Complete Defra metric & statement <sup>2</sup>	Biodiversity Gain Plan <sup>3</sup>	Ecological Survey <sup>4</sup>	Transport Assessment	Unilateral Undertaking for GIRAMS <sup>5</sup>	Heritage Statement <sup>14</sup>	Arboricultural report <sup>8</sup>	Flood Risk Assessment/Compliance With Policy ENV09 of the Breckland Local Plan (adopted 2019) <sup>15</sup>	Structural Survey	Contaminated land vulnerability questionnaire <sup>7</sup>	Air quality and dust <sup>9</sup>	Lighting Assessment <sup>6</sup>	Joinery details and Schedule of works	Healthy Planning Checklist <sup>10</sup>	Health Impact Assessment	Community safety information	Nutrient Neutrality Calculator and HRA <sup>11</sup>	
Technical Details Consent	Yes	Yes	Yes	Yes	Yes				Yes where overnight stays are created and not secured at PIP	Yes, in a Conservation Area or within the curtilage <sup>12</sup> of a Listed Building or Heritage Asset		Yes where trees/hedgerows are likely to be affected	Yes for applications in areas of flood risk <sup>12</sup>		Yes		Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses		If over 5 dwellings or 1000sqm of floorspace				For development which generates an overnight stay in an NN catchment
Listed Buildings	Yes	Yes	Yes	Yes	Yes					Yes			Yes, if significant works of conversion, rebuilding or demolition are proposed.					Yes					

The information required above is to make an application valid. If not requested at validation stage, it may still be required at a later date during the course of an application, so that development can be permitted. In these cases, the information will be requested by the Case Officer; failure to provide within the specified timeframe could result in the refusal of planning permission.

Details of national planning requirements including, plans, scales, fees, forms, design and access statements can be found within the NPPG - <https://www.gov.uk/guidance/making-an-application#Validation-requirements-for-planning-permission>. For all application types, the red application site line must be to the nearest adopted highway and notice served on any landowners within the red line, with the correct ownership certificate served.

Planning Fees - [https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

- 1) Design and Access Statement** - A Design and Access Statement is a concise report accompanying certain applications for planning permission. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal. The level of detail in a Design and Access Statement should be proportionate to the complexity of the application but should not be long.
- 2) Defra Metric** (sometimes known as the BNG Metric) in excel format - <https://www.gov.uk/guidance/biodiversity-metric-calculate-the-biodiversity-net-gain-of-a-project-or-development>
- 3) Biodiversity Gain Plan** - <https://www.gov.uk/guidance/submit-a-biodiversity-gain-plan>  
Where development is subject to the biodiversity gain condition a statement should be submitted demonstrating how the person who has completed the metric meets the test of being a competent person. A competent person has the knowledge and skills to perform specified tasks

to complete and review biodiversity metric calculations (in the case of a statutory metric) or to complete and review small sites metric calculations (in the case of a small sites metric). The person may have obtained this through training, qualifications, experience, or a combination of them.

- 4) Ecological Survey** – these MUST be no older than 18 months having regard to the CIEEM (2019) Advice note. Protected and Priority species surveys have different lifespans, depending on species, a Badger assessment for example is only valid for a maximum of 12 months. The applicant shall indicate within their planning application if the site is within or located within a certain distance of designated sites and requesting further detail if the site is located within or near to designated sites. Applicants can use DEFRA’s website MAGIC to identify if the site is within a Nutrient Neutrality Impact Risk Zone or Breckland’s website - <https://www.breckland.gov.uk/planning/nutrient-neutrality/calculator> or Breckland SPA buffer or nesting buffer and use open source mapping for GCN Risk Zones for DLL.

Please note PEAs are not intended to be submitted with planning applications as final ecology reports, as they represent an earlier stage of the ecological assessment process and include recommendations from the consultant, to the client (or planning applicant), for further survey work and assessment needed prior to application. Best practice guidance for PEAs (<https://cieem.net/wp-content/uploads/2018/01/Guidelines-for-Preliminary-Ecological-Appraisal-Jan2018-typo-edit.pdf> ) notes that ‘under normal circumstances it is not appropriate to submit a [PEA report] as part of a planning application, because the scope of a PEA report] is unlikely to fully meet planning authority requirements in respect of biodiversity policy and implications for protected species’. Therefore, to be made valid all surveys requested in the PEA should be provided with the planning application.

For proposals which may have an impact on SPAs (including SPA), SACs (including SAC) or Ramsar sites, and which are not wholly directly connected with or necessary to the conservation management of the site’s qualifying features, sufficient information should be included to enable the Council to undertake a Habitats Regulations Assessment (HRA) under the requirements of the Conservation of Habitats and Species Regulations (2017) (as amended). Although, not a specific Local Validation Requirement, it is recommended that applications for all new dwellings within 13km of SPAs, SACs or Ramsar sites, particularly those for ‘Planning in Principle’ are accompanied by details necessary to enable the Council to undertake a Habitat Regulations Assessment (HRA).

\*\*This may not be required for all Full Applications for a Change of Use (i.e. where the building is of modern construction and/or habitat would not be lost) if you require further advice please contact [planning@breckland.gov.uk](mailto:planning@breckland.gov.uk) (this would also apply to a Structural Survey).

An ecology survey is unlikely to be necessary for a householder application, however in some instances where there are protected or priority species then it might be (for example where the development is on the edge of Special Protection Area (SPA) or if there is a protected species present such as bats).

- 5) GIRAMs** - <https://www.breckland.gov.uk/article/2940/Section-106-Agreements-and-Unilateral-Undertakings>  
Unilateral Undertaking (UU) can be downloaded from the Council’s website via the following link:  
<https://www.breckland.gov.uk/article/2940/Section-106-Agreements-and-Unilateral-Undertakings>

- 6) Arboricultural Report** – See document, ‘When is a Tree Survey Necessary’ - <https://www.breckland.gov.uk/planning/trees-development-sites>

Please note if there are no trees/hedgerows within the application site and the proposed development is more than 15 metres from the nearest tree/hedgerow (development includes any hardstanding, access, car parking, boundary treatments including fences) then a Arboricultural report may not be required, if you require further advice please contact [planning@breckland.gov.uk](mailto:planning@breckland.gov.uk)

7) **Contamination Questionnaire** - <https://www.breckland.gov.uk/media/16486/Vulnerable-Development-Questionnaire-2020/pdf/Vulnerable-Development-Questionnaire.pdf?m=637871925701330000>

8) **Air Quality and Dust Impact Assessments** - <https://www.apis.ac.uk/>. Air Quality screening is required for:

- Anything in an Air Quality Management Area (AQMA)
- Any intensive farming, particularly where the activity needs an Environment Agency permit

**OR**, if any of the following apply:

- 10 or more residential units, or a site area of more than 0.5ha
- More than 1,000m<sup>2</sup> of floor space for all other uses, or a site area greater than 0.5ha

Coupled with any of the following:

- The development has more than 10 parking spaces
- The development will have a centralised energy facility or other centralised combustion process

Note: Consideration should still be given to the potential impacts of neighbouring sources on the site, even if an assessment of impacts of the development on the surrounding area is screened out.

9) **Lighting assessment** – Applications that include external lighting or floodlighting in the vicinity of residential properties or other sensitive uses should provide:

- Layout plan with beam orientation
- A schedule of the equipment
- Proposed hours of operation
- An isolux contour map showing light spillage to 1 lux
- Light levels
- Details of the measures such as hoods and cowls that will be included to mitigate and avoid glare.

10) **Healthy Planning Checklist** - <https://www.norfolk.gov.uk/-/media/norfolk/downloads/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/strategic-member-forum/health-protocol-17-july-2017.pdf?la=en&hash=A80A4E47F200DA87D7AD25463B47F7BBFDEF7072>

11) **Major development** - means the provision of dwellinghouses where (i) the number of dwellinghouses to be provided is 10 or more; or (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and the provision of a building or buildings where the floor

space to be created by the development is 1,000 square metres or more; or development carried out on a site having an area of 1 hectare or more.

- 12) Statement of compliance with Policy ENV09 of the Breckland Local Plan (adopted 2019)** - Developers will be required to show that the proposed development would: i) not increase green field run off rates and vulnerability of the site, or the wider catchment, to flooding from surface water run-off from existing or predicted water flows; ii) wherever practicable, have a positive impact on the risk of surface water flooding in the surrounding area adjacent to the development; and iii) address potential impact of infiltration upon groundwater Source Protection Zones and/or Critical Drainage Catchments.
- 13) HOU12** – Policy HOU12 applications is reference to a Policy within the Breckland Local Plan (2023) for the ‘Conversion of Rural Buildings’ (i.e. the conversion of barns to residential or other use and would also include additional stories).
- 14) Heritage Statement** - A heritage statement should set out the details of the history and the development of the heritage asset, using photographic, map, archival and fabric evidence. It should be accompanied by a photographic record, showing the site context and spaces and features which may be affected by the proposal, preferably cross referenced to survey drawings. It should also include an assessment of the archaeological, architectural, historical or other significance of the asset. It will also be necessary to include an assessment of the impact of the proposed works on the significance of the asset, and a statement of justification for those works, together with any mitigation measures proposed. The justification element of the statement should cover the design and the extent of the proposed extensions, the remodelling, alteration, or loss of historic fabric and the remedial structural interventions necessitated by the condition of the fabric.

The type and amount of information required to assist you in the assessment of proposals which affect heritage assets (in accordance with the NPPF, particularly paragraphs 192 and 193) will vary in each case. The information provided should be proportionate according to circumstances, and should facilitate understanding of the significance of the heritage asset, and of the potential impact of the proposal on the significance.

The *Charter for Historic England Advisory Services* (particularly sections 11 and 12) provides a clear statement of the information needed in order to provide informed advice - [www.historicengland.org.uk/imagesbooks/publications/charter-he-advisory-services](http://www.historicengland.org.uk/imagesbooks/publications/charter-he-advisory-services)

Also worth reviewing is - [Statements of Heritage Significance: Analysing Significance in Heritage Assets \(historicengland.org.uk\)](http://www.historicengland.org.uk/imagesbooks/publications/statements-of-heritage-significance).

- 15) Curtilage of a Listed Building** - <https://historicengland.org.uk/images-books/publications/listed-buildings-andcurtilage-advice-note-10/>.

- 16) Setting of a Listed Building/Heritage Asset** - <https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets/heag180-gpa3-setting-heritage-assets/>

### **Further points to note:**

Please note further information may be requested to determine a planning application, this will be requested on a case-by-case basis by your case officer. Further information may include, noise assessment, ventilation information, updates to design, retail impact or viability information. If you are unsure whether information is or isn't required to determine your application, please contact [planning@breckland.gov.uk](mailto:planning@breckland.gov.uk) or you may wish to request



pre-application advice. Further information regarding pre-application advice can be found on our website via this link - <https://www.breckland.gov.uk/article/2936/Pre-application-advice>

**Noise Assessments** - Applications for residential and other noise sensitive development close to existing sources of noise, or in areas with an existing noisy environment; mixed use applications comprising both noise generating and noise sensitive uses; noise generating uses that raise disturbance issues to existing noise sensitive premises; applications involving installation of flues, air conditioning, plant, extraction etc in the vicinity of noise sensitive uses, must submit a noise assessment prepared by a suitably qualified acoustician, detailing:

- Existing noise environment and background noise level
- Identification of any potential noise sources that will form any part of the proposed development, or any existing noise sources that are likely to affect the proposed development, together with any mitigation measures to ensure that the proposed development does not or is not adversely affected
- Proposed location of noise-generating plant, processes or equipment
- Opening hours and where appropriate collection and/or delivery times for commercial premises within noise sensitive areas
- Where appropriate a BS 4142:2014+A1:2019 (or the equivalent relevant UK adopted standard in force at the time of the application)
- Where appropriate a noise management plan

(Advice may be sought from the council's Environmental Protection Team for individual requirements at [envprotect@breckland.gov.uk](mailto:envprotect@breckland.gov.uk)).

**Ventilation and Extraction** - Details of the position and design of ventilation and extraction equipment, including odour abatement techniques, should accompany all applications for premises that will be used for the sale of hot food, including takeaways, bars/pubs, restaurant, and café use. A noise impact assessment (see above) should also be submitted where the application is likely to affect existing noise sensitive premises or is a mixed use application which comprises any premises used for the sale of hot food with residential accommodation.

Details of the position and design of ventilation and extraction equipment will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

**Secure by Design** - All applications for planning permission are encouraged to work towards achieving the full Association of Chief Police Officers Crime Prevention Initiative **Secured by Design Awards**. There are Residential, Commercial, Hospital and Educational Developments Design Guides available from [www.securedbydesign.com](http://www.securedbydesign.com) which explain all of the crime reduction elements of these schemes. The interactive design guide <https://www.securedbydesign.com/guidance/interactive-design-guide> is also a very good and self-explanatory tool that can walk you through the various elements of designing out crime in a visual manner.

**Sport England checklist** - In addition to the national validation requirements set out within the Government's [Planning Practice Guidance](#), Sport England recommends that planning applications affecting playing field land should provide sport specific information as set out in the Sport England checklist (attached). This information will enable Sport England to provide a substantive response to applications on which it is consulted. It will also aid the LPA to assess an application in light of [P.99 of the NPPF](#) and relevant Local Plan policies. The checklist presents the recommended

requirements for all applications. It also indicates the information that Sport England recommends should be submitted where an applicant feels their development may meet with one of the exceptions to Sport England's [Playing Fields Policy](#).