



COTSWOLD
District Council

Lawful development: proposed use Validation Checklist

How to use the Validation Checklist

This validation checklist sets out the information you must submit with your application for Lawful development: proposed use. We reserve the right to request further information that is reasonably required for the determination of the planning application.



Planning applications should be submitted via the [Planning Portal](https://www.planningportal.co.uk) (<https://www.planningportal.co.uk>) to enable the Council to validate and process applications efficiently. If this is not possible, the original application form and documentation should be posted to our office.

Once the application has been registered, any further supporting information must be emailed to us. If you are unsure of any checklist requirements, advice should be sought from the Council, prior to submitting your application.

Data protection statement: We will only use your personal information gathered for the specific purposes of your application/enquiry. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.

Please note:

- You can request at the point of submission for your details to be made confidential, but your address and agent's details will remain.
- If you are the applicant, your name and application site address will be in the public domain in perpetuity by virtue of them being part of the Decision Notice in the Public Register



Supporting documentation

All supporting documents should be uploaded to the Planning Portal at a maximum file size of 30mb, in separate named documents, as a PDF. All plans and drawings must include the paper size, address of the proposal, metric scale, be appropriately titled, and plans must show the direction of north.

Please ensure the content and detail of your supporting documentation is sufficient to assess and consult on your application. Many applications require further information following validation due to insufficient detail within documents. This can extend the timeframe required to make a decision on your application.

The need for, scale, scope, and level of detail for each assessment should be established as early in the development management process as possible. Technical assessments must be prepared by appropriately qualified persons.

If your proposal/site requires you to submit a document from the 'Local Requirements' list, but you do not believe you need to provide it for your application, please submit a written statement outlining the reasons why the document is not required. Failure to provide a reason why you have not submitted a relevant document may result in your application being invalidated.

All drawings should be supplied in a scalable format, ideally as PDF documents and not in draft format.

National requirements

As a minimum, you must provide the following documents for your planning application to be valid.

 Document type	Is it required for my application?	What information is required?
Application Form	All applications	A completed relevant application form.
Correct Application Fee	All applications	Planning Portal's fee calculator
Location Plan Scale 1:1250 or 1:2500	All applications	• An up-to-date base map and scaled to fit onto A4 or A3 size paper wherever possible, showing the direction of north. • Sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. • Application site edged clearly with a red line and includes all land necessary to carry out the proposed development (for example land required for access to the site from a public highway, visibility splays where relevant, landscaping, car parking and open areas around buildings). • A blue line drawn around any other land owned by the applicant, close to or adjoining the application site. • All drawings must include a title, drawing number, confirmation of the scale and a scale bar.
Ownership Certificate and Agricultural Land Declaration	All applications	• Complete certificate to provide certain details about the ownership of the application site and confirm that an appropriate notice has been served on any other owners (and agricultural tenants). • Forms of notice are in Schedule 2 to the Town and Country Planning (Development Management Procedure (England) (Order) 2015. • Notify all agricultural tenants on a site prior to the submission of a planning application, and certify that you have notified any agricultural tenants about your application, or that there are no agricultural tenants on the site. • This declaration is required whether or not the site includes an agricultural holding, and is incorporated into the ownership certificates on the standard application form.

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Local requirements

The Council requests the following supporting information with a planning application. This is the minimum requirement to be included in your supporting document to enable us to validate your application. If enough information is not provided within your supporting document, it is likely to cause delays to the consideration process.

 Document type	Is it required for my application?	What information is required?
Elevations – Existing Scale 1:50 or 1:100	- Where development extends floor space. - Where alterations and/or extensions to an existing building(s) are proposed. - When a new dwelling or building is proposed. - Where any development is proposed below ground level. - Where structures are to be demolished that form part of the proposal.	- Every elevation of the building e.g. front, rear and side(s) and state the direction in which each elevation faces e.g. rear (south). - Position and size of all windows and doors - Any buildings, walls or features to be demolished. - All drawings must include a title, drawing number, confirmation of the scale and a scale bar.
Elevations – Proposed Scale 1:50 or 1:100	- Where development extends floor space. - Where alterations and/or extensions to an existing building(s) are proposed. - When a new dwelling or building(s) are proposed. - Where any development is proposed below ground level.	- Every elevation of the building, for example front, rear and side(s) and state the direction in which each elevation faces, for example rear (south). - Position and size of all windows and doors - Colour and type of finishing materials to be used. - Outline elevations of other buildings that are close to the development. - Where amenity maybe affected, drawings of neighbouring properties must be at scale or it must be made clear that they are not to scale. - All drawings must include a title, drawing number, confirmation of the scale and a scale bar.
Floor Plans – Existing and Proposed Scale of 1:50 or 1:100.	- Where development extend floor space - Where alterations and/or extensions to an existing building(s) are proposed. - When new dwelling or building(s) are proposed. - Where the development proposed is below ground level.	- Uses of each room. - Position of windows, doors, walls and partitions. - Floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building. - Any buildings, walls or features to be demolished. - All drawings must include a title, drawing number, confirmation of the scale and a scale bar.
Roof Plans Scale 1:50 or 1:100.	- Where any roof is being altered and the change cannot be adequately shown on the elevation plans. - Where roof insulation is to be installed.	- Shape and material of the roof. - Location of any materials, roof lights, flues, vents etc. - Roof insulation fitting. - All drawings must include a title, drawing number, confirmation of the scale and a scale bar.
Site Plan - Existing	All applications	Up to date map, showing the scale and

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 Document type	Is it required for my application?	What information is required?
and Proposed Scale 1:200 or 1:500		direction of north. • Size, position and use of buildings, in relation to the property boundary. • Pedestrian, cyclist and public transport access, as well as vehicular access, for example the position and width of adjacent streets. • Trees and hedges within the application site or on adjoining properties, which are within falling distance of the proposed development • All drawings must include a title, drawing number, confirmation of the scale and a scale bar.
Site Sections, Finished Floor and Site Levels – Existing and Proposed Scale of 1:50 or 1:100	• Where development is on a steep incline/decline. • Where any development is proposed below ground level. • Where site levels are proposed to be altered	• Existing and proposed site levels and finished floor levels, related to a defined datum point. • All drawings must include a title, drawing number, confirmation of the scale and a scale bar.

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