

REGISTERING PLANNING AND OTHER APPLICATIONS - THE VALIDATION PROCESS

1. Best Practice Guidance from the Government suggests that a Council should identify what information is required to enable applications to be registered (the Council's validation process). Some of this information, the need for application forms, plans and ownership certificates for example, is compulsory. Additional information may be required depending of the nature and type of application or the nature or character of the area where the development is proposed, for example a supporting planning statement, flood risk assessment etc. For further information view the Best Practice Guidance.
2. The information below which is taken from the Best Practice Guide lists the requirements of Hartlepool Borough Council for the different applications that are possible. Application documentation will be published within 5 days of an application being made valid.

You should note that Hartlepool offers a free planning advisory service, the One Stop Shop. As part of this service we will try to identify among other things the supporting information we will need for the type of development you are proposing.

COMPULSORY INFORMATION FOR ALL APPLICATIONS

Your application must include the following:

- 1 Original and 1 copy of the completed application forms, signed and dated.
- 1 Original and 1 copy of the Article 7 Certificate (Agricultural Holdings), signed and dated.
- 1 Original and 1 copy of the completed signed and dated Ownership Certificate (A, B, C or D)
- If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer.
- 1 Original and 1 copy of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two main roads and surrounding buildings and should show the direction of North. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant.
- 2 copies of any other drawings required (see specific checklist for the type of application you are submitting).
- The correct fee.

Please note if you submit electronically through the Planning Portal these requirements are built in as part of the process.

SPECIFIC CHECKLIST FOR ADVERTISEMENT CONSENTS

National Requirements

- The Location Plan
- Site and other plans

Local Requirements

- Additional Plans
- Photographs and photomontages
- Lighting assessment
- Other plans
- Block plan of site
- Planning statement

SPECIFIC CHECKLIST FOR CONSERVATION AREA CONSENT

National Requirements

- The Location Plan
- Site and other plans

Local Requirements

- Structural Survey
- Air Quality Assessment
- Heritage Statement
- Land Contamination Assessment
- Additional plans
- Photographs and Photomontages
- Other plans
- Site Waste Management Plan
- Tree Survey/Arboricultural Implications
- Block plan of the site
- Planning Statement
- Biodiversity Survey and Report

SPECIFIC CHECKLIST FOR FULL PLANNING APPLICATIONS

National Requirements

- Location Plan
- Site and other plans

Local Requirements

- Economic Statement
- Environmental Impact Statement
- Daylight/Sunlight Assessment
- Affordable Housing Statement
- Transport Assessment
- Additional plans
- Land Contamination Assessment
- Structural Survey
- Lighting Assessment
- Parking provision
- Statement of Community Involvement
- Biodiversity Survey and Report
- Site Waste Management Plan
- Travel Plan
- Tree Survey/Arboricultural Implications
- Air Quality Assessment
- Heritage Statement
- Planning Obligations
- Telecoms Development – Supplementary Information
- Open Space Assessment
- Noise Impact Assessment
- Landfill Statement
- Foul Sewage and Utilities Assessment
- Design and Access Statement
- Block Plan of the site
- Planning Statement
- Landscaping Details
- Ventilation/Extraction Statement
- Photographs and Photomontages
- Town Centre Uses – Evidence to accompany applications
- Flood Risk Assessment
- Other Plans

SPECIFIC CHECKLIST FOR FULL PLANNING CONSENT – CONSERVATION AREA CONSENT

National Requirements

- Site and other plans
- Local plan

Local Requirements

- Biodiversity Survey and Report
- Economic Statement
- Land Contamination Assessment
- Transport Assessment
- Ventilation/Extraction Statement
- Block plan of the site
- Environmental Impact Statement
- Landscaping details
- Tree Survey/Arboricultural Implications
- Affordable Housing Statement
- Flood Risk Assessment
- Lighting Assessment
- Planning Obligations
- Planning Statement
- Statement of Community Involvement
- Additional Plans
- Design and Access Statement
- Structural Survey
- Open Space Assessment
- Noise Impact Assessment
- Daylight/Sunlight Assessment
- Other Plans
- Parking Provision
- Site Waste Management Plan
- Town Centre Uses – Evidence to Accompany Applications
- Air Quality Assessment
- Photographs and Photomontages
- Heritage Statement
- Landfill Statement
- Travel Plan
- Foul Sewage and Utilities Assessment

SPECIFIC CHECKLIST FOR FULL PLANNING CONSENT – LISTED BUILDING CONSENT

National Requirements

- Design and Access Statement
- The Local Plan
- Site and other plans

Local Requirements

- Photographs and Photomontages
- Heritage Statement
- Site Waste Management Plan
- Additional Plans
- Flood Risk Assessment
- Daylight/Sunlight Assessment
- Ventilation/Extraction Statement
- Environmental Impact Statement
- Landfill Statement
- Noise Impact Assessment
- Affordable Housing Statement
- Town Centre Uses – Evidence to accompany applications
- Other plans
- Land Contamination Assessment
- Planning Statement
- Statement of Community Involvement
- Telecoms Development – Supplementary Information
- Transport Assessment
- Air Quality Assessment
- Structural Survey
- Biodiversity Survey and Report
- Block Plan of the Site
- Travel Plan
- Landscaping Details
- Economic Statement
- Lighting Assessment
- Parking Provision
- Tree Survey/Arboricultural Implications
- Foul Sewage and Utilities Assessment
- Planning Obligations
- Open Space Assessment

SPECIFIC CHECKLIST FOR FULL PLANNING CONSENT – FULL PLANNING CONSENT WITH ADVERTISEMENT

National Requirements

- The Location Plan
- Site and other plans

Local Requirements

- Daylight/Sunlight Assessment
- Structural Survey
- Flood Risk Assessment
- Site Waste Management Plan
- Landscaping Details
- Tree Survey/Arboricultural Implications
- Environmental Impact Statement
- Planning Obligations
- Travel Plan
- Other Plans
- Design and Assess Statement
- Block Plan of the Site
- Heritage Statement
- Land Contamination Assessment
- Parking Provision
- Open Space Assessment
- Noise Impact Assessment
- Photographs and Photomontages
- Biodiversity Survey and Report
- Foul Sewage and Utilities Assessment
- Economic Statement
- Landfill Statement
- Lighting Assessment
- Planning Statement Air Quality Assessment
- Ventilation/Extraction Statement
- Affordable Housing Statement
- Additional Plans
- Town Centre Uses – Evidence to Accompany Application
- Statement of Community Involvement
- Transport Assessment

SPECIFIC CHECKLIST FOR HOUSEHOLDER PLANNING CONSENT

National Requirements

- The Location Plan
- Site and other plans

Local Requirements

- Daylight/Sunlight Assessment
- Biodiversity Survey and Report
- Design and Access Statement
- Air Quality Assessment
- Planning Statement
- Site Waste Management Plan
- Other plans
- Tree Survey/Arboricultural Implications
- Noise Impact Assessment
- Block Plan of the Site
- Parking Provision
- Flood Risk Assessment
- Land Contamination Assessment
- Additional Plans

SPECIFIC CHECKLIST FOR HOUSEHOLDER PLANNING CONSENT – CONSERVATION AREA CONSENT

National Requirements

- The Location Plan
- Site and other plans

Local Requirements

- Block plan of the site
- Design and Access Statement
- Landscaping Details
- Noise Impact Assessment
- Flood Risk Assessment
- Other plans
- Heritage Statement
- Planning Statement
- Daylight/Sunlight Assessment
- Air Quality Assessment
- Site Waste Management Plan
- Land Contamination Assessment
- Parking Provision
- Additional Plans
- Structural Survey
- Biodiversity Survey and Report
- Tree Survey/Arboricultural Implications

SPECIFIC CHECKLIST FOR HOUSEHOLDER PLANNING CONSENT – LISTED BUILDING CONSENT

National Requirements

- Design and Access Statement
- The Location Plan
- Site and other plans

Local Requirements

- Land Contamination Assessment
- Additional Plans
- Structural Survey
- Block Plan of the Site
- Other plans
- Landscaping Details
- Planning Statement
- Flood Risk Assessment
- Foul Sewage and Utilities Assessment
- Parking provision
- Air Quality Assessment
- Heritage Statement
- Noise Impact Assessment
- Daylight/Sunlight Assessment
- Site Waste Management Plan
- Biodiversity Survey and Report
- Tree Survey/Arboricultural Implications

SPECIFIC CHECKLIST FOR LAWFUL DEVELOPMENT CERTIFICATE – EXISTING USE OR OPERATION OR ACTIVITY IN BREACH OF A PLANNING CONDITION

National Requirements

- Evidence to Verify Application
- The Location Plan
- Site and other plans

Local Requirements

- Planning Statement
- Photographs and Photomontages
- Other Plans
- Lawful Development Certificate Supporting Information

SPECIFIC CHECKLIST FOR LAWFUL DEVELOPMENT CERTIFICATE – PROPOSED USE OR OPERATION

National Requirements

- Evidence to Verify Application
- The Location Plan
- Site and other plans

Local Requirements

- Other Plans
- Planning Statement

SPECIFIC CHECKLIST FOR LISTED BUILDING CONSENT

National Requirements

- Site and other plans
- Design and Access Statement
- The Location Plan

Local Requirements

- Planning Statement
- Site Waste Management Plan
- Air Quality Assessment
- Photographs and Photomontages
- Land Contamination Assessment
- Structural Survey
- Tree Survey/Arboricultural Implications
- Heritage Statement
- Additional Plans
- Biodiversity Survey and Report
- Other plans
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SPECIFIC CHECKLIST FOR OUTLINE PLANNING CONSENT – SOME MATTERS RESERVED (E.G. ACCESS OR LAYOUT)

National Requirements

- The Location Plan
- Site and other plans

Local Requirements

- Additional Plans
- Economic Statement
- Town Centre Uses – Evidence to Accompany Applications
- Lighting assessment
- Statement of Community Involvement
- Ventilation/Extraction Statement
- Structural Survey
- Design and Access Statement
- Tree Survey/Arboricultural Implications
- Heritage Statement
- Site Waste Management Plan
- Transport Assessment
- Noise Impact Assessment
- Affordable Housing Statement
- Environmental Impact Statement
- Telecoms Development – Supplementary Information
- Air Quality Assessment
- Daylight/Sunlight Assessment
- Block Plan of the site
- Travel Plan
- Open Space Assessment
- Photographs and Photomontages
- Flood Risk Assessment
- Landfill Statement
- Parking Provision
- Planning Obligations
- Planning Statement
- Landscaping Details
- Biodiversity Survey and Report
- Foul Sewage and Utilities Assessment
- Land Contamination Assessment
- Other Plans

SPECIFIC CHECKLIST FOR OUTLINE PLANNING CONSENT – SOME MATTERS RESERVED (E.G. ACCESS OR LAYOUT)

National Requirements

- The Location Plan
- Site and other plans

Local Requirements

- Block Plan of the site
- Site Waste Management Plan
- Statement of Community Involvement
- Open Space Assessment
- Air Quality Assessment
- Photographs and Photomontages
- Environmental Impact Statement
- Additional Plans
- Noise Impact Assessment
- Structural Survey
- Landfill Statement
- Lighting Assessment
- Planning Statement
- Affordable Housing Statement
- Biodiversity Survey and Report
- Flood Risk Assessment
- Land Contamination Assessment
- Economic Statement
- Planning Obligations
- Ventilation/Extraction Statement
- Foul Sewage and Utilities Assessment
- Transport Assessment
- Travel Plan
- Design and Access Statement
- Town Centre Uses – Evidence to accompany applications
- Heritage Statement
- Telecoms Development – Supplementary Information
- Landscaping Details
- Tree Survey/Arboricultural Implications
- Daylight/Sunlight Assessment
- Other plans
- Parking Provision

SPECIFIC CHECKLIST FOR PRIOR NOTIFICATION – A PROPOSED BUILDING (AGRICULTURAL OR FORESTRY DEVELOPMENT)

National Requirements

- Evidence to Verify Application
- The Location Plan
- Site and other plans

Local Requirements

- Other Plans
- Planning Statement

SPECIFIC CHECKLIST FOR PRIOR NOTIFICATION – A PROPOSED ROAD (AGRICULTURAL OR FORESTRY DEVELOPMENT)

National Requirements

- The Location Plan
- Site and other plans

Local Requirements

- Photographs and Photomontages
- Landscaping details
- Planning Statement
- Other Plans
- Parking Provision

SPECIFIC CHECKLIST FOR PRIOR NOTIFICATION – PROPOSED EXCAVATION OR DEPOSIT OF WASTE MATERIAL (AGRICULTURAL OR FORESTRY DEVELOPMENT)

National Requirements

- The Location Plan
- Site and other plans

Local Requirements

- Planning Statement
- Landscaping Details

SPECIFIC CHECKLIST FOR PRIOR NOTIFICATION – A PROPOSED FISH TANK OR CAGE (AGRICULTURAL OR FORESTRY DEVELOPMENT)

National Requirements

- The Location Plan
- Site and other plans

Local Requirements

- Planning Statement

SPECIFIC CHECKLIST FOR PRIOR NOTIFICATION – PROPOSED PERMITTED DEVELOPMENT BY TELECOMMUNICATIONS CODE SYSTEMS OPERATORIS

National Requirements

- CAA Notice (3km or less from Aerodrome)
- General Permitted Development Notice
- The Location Plan
- Site and Other Plans

Local Requirements

- Supplementary Information Template
- Acoustic Report
- Planning Statement
- Any Other Relevant Additional Information

SPECIFIC CHECKLIST FOR PRIOR NOTIFICATION – PROPOSED DEMOLITION

National Requirements

- Site and Other Plans
- Displayed Site Notice Statement
- The Location Plan

Local Requirements

- Tree Survey/Arboricultural Implications
- Landscaping Details
- Photographs and Photomontages
- Structural Survey
- Biodiversity Survey and Report
- Planning Statement

SPECIFIC CHECKLIST FOR REMOVAL/APPROVAL OF CONDITIONS/RESERVED MATTERS – APPROVAL OF RESERVED MATTERS

National Requirements

- The Location Plan
- Site and other plans

Local Requirements

- Additional Plans
- Landscaping details
- Other Plans
- Travel Plan
- Ventilation/Extraction Statement
- Block Plan of the site
- Economic Statement
- Landfill Statement
- Lighting Assessment
- Site Waste Management Plan
- Noise Impact Assessment
- Photographs and Photomontages
- Heritage Statement
- Daylight/Sunlight Assessment
- Biodiversity Survey and Report
- Town Centre Uses – Evidence to accompany applications
- Air Quality Assessment
- Planning Obligations
- Planning Statement
- Statement of Community Involvement
- Transport Assessment
- Structural Survey
- Environmental Impact Statement
- Foul Sewage and Utilities Assessment
- Land Contamination Assessment
- Tree Survey/Arboricultural Implications
- Design and Access Statement
- Open Space Assessment
- Affordable Housing Statement
- Flood Risk Assessment

SPECIFIC CHECKLIST FOR REMOVAL/APPROVAL OF CONDITIONS/RESERVED MATTERS – REMOVAL OR VARIATION OF A CONDITION

National Requirements

- The Location Plan
- Site and other plans

Local Requirements

- Landscaping details
- Biodiversity Survey and Report
- Transport Assessment
- Block Plan of the site
- Tree Survey/Arboricultural Implications
- Town Centre Uses – Evidence to Accompany Applications
- Design and Access Statement
- Air Quality Assessment
- Photographs and Photomontages
- Foul Sewage and Utilities Assessment
- Lighting Assessment
- Open Space Assessment
- Daylight/Sunlight Assessment
- Landfill Statement
- Other Plans
- Statement of Community Involvement
- Economic Statement
- Land Contamination Assessment
- Planning Statement
- Ventilation/Extraction Statement
- Flood Risk Assessment
- Travel Plan
- Environmental Impact Statement
- Site Waste Management Plan
- Affordable Housing Statement
- Noise Impact Assessment
- Structural Survey
- Heritage Statement
- Planning Obligations

SPECIFIC CHECKLIST FOR REMOVAL/APPROVAL OF CONDITIONS/RESERVED MATTERS – APPROVAL OF DETAILS RESERVED BY A CONDITION

National Requirements

- The Location Plan
- Site and other plans

Local Requirements

- Photographs and Photomontages
- Additional Plans
- Planning Statement

SPECIFIC CHECKLIST FOR WORKS TO TREES OR HEDGEROW REMOVAL – HEDGEROW REMOVAL NOTICE

National Requirements

- The Location Plan
- Site and other plans
- Evidence of Planting

Local Requirements

- Landscaping Details
- Arboricultural Implications
- Biodiversity Survey and Report

SPECIFIC CHECKLIST FOR WORKS TO TREES OR HEDGEROW REMOVAL – TREE WORKS

National Requirements

- The Location Plan
- Site and other plans
- Statement of Reasons for Work
- Evidence to Verify Application

Local Requirements

- Tree Survey/Arboricultural Implications
- Photographs and Photomontages