

Appendix 2

The Validation Checklists (updated August 2025)

Checklist 1: Full Applications

Checklist 2: Outline Applications & Reserved Matters Submissions

Checklist 3: Listed Building Consent

Checklist 4: Advertisement Consent

Checklist 5: Householder Applications

Please note: The following checklists and listed documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.

On validation - If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.

Checklist 1: Full Applications

Validation Requirements	Applications for new building, extension or; engineering works; or change of use with external building / extension/ engineering works	Change of use with no external building / extension / engineering works	Required	Submitted
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National Requirements				
Completed planning application form	See Note 1	See Note 1	Yes	Yes / No
Location plan	See Note 2	See Note 2	Yes	Yes / No
Completed Ownership Certificate (A, B, C, D)	See Note 3	See Note 3	Yes	Yes / No
Completed Agricultural Holdings Certificate	See Note 4	See Note 4	Yes	Yes / No
Appropriate fee	See Note 5	See Note 5	Yes	Yes / No
Design and Access Statement (where required)	See Note 6	See Note 6	Yes	Yes / No
BNG	See Note 11	See Note 11	Yes	Yes /No
Fire Statement – High Rise Residential Buildings	See Note 13	See Note 12	Yes / No	Yes / No

HBC Requirements				
Site/Block Plans	See Note 7	See Note 7	Yes	Yes / No
Application Plans	See Note 8	See Note 8	Yes	Yes / No
Air Quality Assessment	See Note 9	See Note 9	Yes / No	Yes / No
Agricultural Land Classification Assessment	See Note 10	See Note 10	Yes / No	Yes / No
Archaeological Assessments	See Note 11	See Note 11	Yes / No	Yes / No
Ecological Survey Assessment and Mitigation Report & Protected Species Survey + BNG	See Note 12	See Note 11	Yes / No	Yes / No
Flood Risk and Drainage Assessments	See Note 14	See Note 13	Yes / No	Yes / No

Heritage Statement	See Note 15	See Note 14	Yes / No	Yes / No
Land Contamination Assessment	See Note 16	See Note 16	Yes / No	Yes / No
Landscaping Details	See Note 17	See Note 17	Yes / No	Yes / No
Lighting Impact Assessment	See Note 18	See Note 18	Yes / No	Yes / No
Local Landscape Visual Assessment	See Note 19	See Note 19	Yes / No	Yes / No
Marketing Information	See Note 20	See Note 20	Yes / No	Yes / No
Noise Assessment	See Note 21	See Note 21	Yes / No	Yes / No
Nitrate Pollution of the Teesmouth & Cleveland Coast SPA/Ramsar site	See Note 22	See Note 22	Yes / No	Yes / No
Open Space Assessment	See Note 23	See Note 23	Yes / No	Yes / No
Planning Obligations – Draft Head of Terms	See Note 24	See Note 24	Yes / No	Yes / No
Planning Statement	See Note 25	See Note 25	Yes / No	Yes / No
Statement of Community Involvement	See Note 26	See Note 26	Yes / No	Yes / No
Structural Survey	See Note 27	See Note 27	Yes / No	Yes / No
Sustainability Statement	See Note 28	See Note 28	Yes / No	Yes / No
Telecommunications Development Statement	See Note 29	See Note 29	Yes / No	Yes / No
Town Centre Use Assessment (Sequential Assessment and Retail Impact Assessment)	See Note 30	See Note 30	Yes / No	Yes / No
Transport Assessments & Statements, Travel Plans, Parking and Highways	See Note 31	See Note 31	Yes / No	Yes / No
Tree Survey and/or Statement of Arboricultural Impact of Development	See Note 32	See Note 32	Yes / No	Yes / No
Ventilation / Extraction Details	See Note 33	See Note 33	Yes / No	Yes / No
Waste Audit	See Note 34	See Note 34	Yes / No	Yes / No

Checklist 2: Outline Applications & Reserved Matters Submissions

Validation Requirements	Outline Application	Reserved Matters Application	Required	Submitted
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National Requirements				
Completed planning application form	See Note 1	See Note 1	Yes	Yes / No
Location plan	See Note 2	See Note 2	Yes	Yes / No
Completed Ownership Certificate (A, B, C, D)	See Note 3	See Note 3	Yes	Yes / No
Completed Agricultural Holdings Certificate	See Note 4	See Note 4	Yes	Yes / No
Appropriate fee	See Note 5	See Note 5	Yes	Yes / No
Design and Access Statement (where required)	See Note 6	See Note 6	Yes	Yes / No
BNG	See Note 12	See Note 12	Yes	Yes / No
Fire Statement – High Rise Residential Buildings	See Note 13	See Note 13	Yes / No	Yes / No

HBC Requirements				
Site/Block Plans	See Note 7	See Note 7	Yes	Yes / No
Application Plans	See Note 8	See Note 8	Yes	Yes / No
Air Quality Assessment	See Note 9	See Note 9	Yes / No	Yes / No
Agricultural Land Classification Assessment	See Note 10	See Note 10	Yes / No	Yes / No
Archaeological Assessments	See Note 11	No	Yes / No	Yes / No
Ecological Survey Assessment and Mitigation Report & Protected Species Survey + BNG	See Note 12	See Note 11	Yes / No	Yes / No
Flood Risk and Drainage Assessments	See Note 14	See Note 14	Yes / No	Yes / No
Heritage Statement	See Note 15	See Note 15	Yes / No	Yes / No

Land Contamination Assessment	See Note 16	See Note 16	Yes / No	Yes / No
Landscaping Details	See Note 17	See Note 16	Yes / No	Yes / No
Lighting Impact Assessment	See Note 18	See Note 18	Yes / No	Yes / No
Local Landscape Visual Assessment	See Note 19	See Note 19	Yes / No	Yes / No
Marketing Information	See Note 20	See Note 20	Yes / No	Yes / No
Noise Assessment	See Note 21	See Note 21	Yes / No	Yes / No
Nitrate Pollution of the Teesmouth & Cleveland Coast SPA/Ramsar site	See Note 22	See Note 22	Yes / No	Yes / No
Open Space Assessment	See Note 23	See Note 23	Yes / No	Yes / No
Planning Obligations – Draft Head of Terms	See Note 24	See Note 24	Yes / No	Yes / No
Planning Statement	See Note 25	See Note 25	Yes / No	Yes / No
Statement of Community Involvement	See Note 26	See Note 26	Yes / No	Yes / No
Structural Survey	See Note 27	See Note 27	Yes / No	Yes / No
Sustainability Statement	See Note 28	See Note 28	Yes / No	Yes / No
Telecommunications Development Statement	See Note 29	See Note 29	Yes / No	Yes / No
Town Centre Use Assessment (Sequential Assessment and Retail Impact Assessment)	See Note 30	See Note 30	Yes / No	Yes / No
Transport Assessments & Statements, Travel Plans, Parking and Highways	See Note 31	See Note 31	Yes / No	Yes / No
Tree Survey and/or Statement of Arboricultural Impact of Development	See Note 32	See Note 32	Yes / No	Yes / No
Ventilation / Extraction Details	See Note 33	See Note 33	Yes / No	Yes / No
Waste Audit	See Note 34	See Note 34	Yes / No	Yes / No

Footnotes

OUTLINE PLANNING APPLICATIONS

An outline planning application is a means of establishing the principle of a proposed development without having to supply all of the details. The grant of outline planning permission will then be conditional upon the subsequent approval of details of 'reserved matters' – as defined below.

The government has set down the minimum level of information that must be submitted with outline applications, as follows:-

- **Use** – the use or uses proposed for the development and any distinct development zones within the application site.
- **Amount of development** – the amount of development for each use.
- **Indicative access points** – an area or areas in which access point or points to the site will be situated.

An outline application may also contain details and seek approval of one or more of the reserved matters, but at least one must be reserved for later approval.

RESERVED MATTER APPLICATIONS

Reserved matters are defined by the government as follows:-

- **Layout** – the way in which buildings, routes and open spaces are provided within the development and their relationship to buildings and spaces outside the development.
- **Scale** – the height, width and length of each building proposed in relation to its surroundings.
- **Appearance** – the aspects of a building or place which determine the visual impression it makes. This includes the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.
- **Access** – the accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation and how these fit into the surrounding network.
- **Landscaping** – this is the treatment of private and public space to enhance or protect the amenities of the site through hard and soft measures. This may include, for example, planting of trees or hedges, screening by fences or walls, the formation of banks or terraces, or the layout of gardens, courts or squares.

(N.B) For applications for approval of reserved matters pursuant to outline permissions where the outline application was submitted prior to 10 August 2006, the relevant reserved matters are sitting, design, external appearance, means of access and the landscaping of the site.)

Checklist 3: Listed Building Consent

Validation Requirements	Listed Building Consent	Conservation Area Consent	Required	Submitted
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National Requirements				
Completed planning application form	See Note 1	See Note 1	Yes	Yes / No
Location plan	See Note 2	See Note 2	Yes	Yes / No
Completed Ownership Certificate (A, B, C, D)	See Note 3	See Note 3	Yes	Yes / No
Completed Agricultural Holdings Certificate	See Note 4	See Note 4	Yes	Yes / No
Appropriate fee	See Note 5	See Note 5	Yes / No	Yes / No
Design and Access Statement (where required)	See Note 6	See Note 6	Yes	Yes / No

HBC Requirements				
Site/Block Plan	See Note 7	See Note 7	Yes	Yes/no
Application Plans	See Note 8	See Note 8	Yes	Yes / No
Archaeological Assessments	See Note 11 May be required please ask before submission	See Note 11 May be required please ask before submission	Yes / No	Yes / No
Heritage Statement	See Note 15	See Note 15	Yes / No	Yes / No
Marketing Information	See Note 20	See Note 20	Yes/No	Yes/No
Landscaping Details	See Note 17	See Note 16	Yes / No	Yes / No
Nutrient Neutrality	See Note 22	See Note 22	Yes / No	Yes / No
Planning Statement	See Note 25	See Note 25	Yes / No	Yes / No

Structural Survey	See Note 27 May be required please ask before submission	See Note 27 May be required please ask before submission	Yes / No	Yes / No
Sustainability Statement	See Note 28	See Note 28	Yes / No	Yes / No
Tree Survey and/or Statement of Arboricultural Impact of Development	See Note 32	See Note 32	Yes / No	Yes / No

Checklist 4: Advertisement Consent

Validation Requirements	Advertisement Consent	Required	Submitted
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National Requirements			
Completed advertisement consent form	See Note 1	Yes	Yes / No
Location plan	See Note 2	Yes	Yes / No
Appropriate fee	See Note 5	Yes / No	Yes / No

HBC Requirements				
Site/Block Plans	See Note 7	See Note 7	Yes	Yes / No
Application Plans	See Note 8	See Note 8	Yes	Yes / No
Heritage Statement	See Note 15	See Note 15	Yes / No	Yes / No
Lighting Impact Assessment	See Note 18	See Note 18	Yes / No	Yes / No
Planning Statement	See Note 25	See Note 25	Yes / No	Yes / No

Checklist 5: Householder Applications

Validation Requirements	Householder Applications	Required	Submitted
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National Requirements			
Completed planning application form	See Note 1	Yes	Yes / No
Location plan	See Note 2	Yes	Yes / No
Completed Ownership Certificate (A, B, C, D)	See Note 3	Yes	Yes / No
Completed Agricultural Holdings Certificate	See Note 4	Yes	Yes / No
Appropriate fee	See Note 5	Yes / No	Yes / No
Design and Access Statement (where required)	See Note 6	Yes	Yes / No
BNG	See Note 12	See Note 12	Yes

HBC Requirements			
Site/Block Plan	See Note 7	Yes	Yes / No
Application Plans/Drawings	See Note 8	Yes	Yes / No
Archaeological Assessments	See Note 11	Yes / No	Yes / No
Ecological Survey Assessment and Mitigation Report & Protected Species Survey	See Note 12	Yes / No	Yes / No
Flood Risk and Drainage Assessment	See Note 14	Yes / No	Yes / No
Landscaping Details	See Note 17	Yes/No	Yes / No
Planning Statement	See Note 25	See Note 25	Yes / No
Tree Survey and/or Statement of Arboricultural Impact of Development	See Note 32	Yes / No	Yes / No

Please be aware that the householder checklist does not apply to the provisions introduced by the Government in relation to larger single-storey rear extensions, of between four and eight metres for detached houses and between three and six metres for all other houses, which are subject to simplified application to be made under the Neighbour Consultation Scheme.