



## INFORMATION REQUIREMENTS AND VALIDATION

### Applications for Planning Permission

**(See separate pages for works to a dwelling)**

In order to ensure that we are able to validate an application without delay the Council have published the criteria below. The requirements are based upon 'Guidance on Information Requirements and Validation' issued by the DCLG in April 2010.

**Note:** If the application isn't submitted electronically, one copy of every form, drawing or document is required, unless the site is a major scheme or lies within a parish or town council area, when two copies are needed.

#### **Local Requirements:**

- Layout plans. Including a north point, rights of way, trees to be retained/removed, areas of landscaping, accesses and parking areas.
- Existing and proposed elevations. If an extension is proposed the design of the existing windows and any other features of note should be shown. The proposed elevations should include facing materials and the style and finish of windows/doors. Where a new building is close to another building the relationship must be shown together with any openings in the neighbouring building close to the boundary.
- Existing and proposed floor plans. Both should show complete floors and the purpose of the rooms. Windows and doors locations to be shown.
- Existing and proposed site sections, finished floor and site levels. Unless the development is a long way from any boundary or the area is unusually flat people need to see how it relates vertically to adjoining property. This may be done with existing and proposed levels but normally a section is easier to produce and understand. If an infill building is proposed, a street scene drawing is needed, showing it in relation to those adjoining it.

These drawings should preferably be at 1:50 or 1:100 scale. Also, it is recommended that key dimensions e.g. the main external dimensions and the distance to nearby boundaries are shown on the drawings; this will help interested parties who are unable to measure electronic plans.

- The other **local requirements** of the Council in respect of additional information will depend upon the type and location of the development; they are described on our website [www.sheffield.gov.uk/lpar](http://www.sheffield.gov.uk/lpar)) and in the guidance accompanying paper application forms.

### **National Requirements:**

- Completed application form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article
- The appropriate fee
- A location plan which identifies the land to which the application relates drawn to an identified scale – usually OS based at no less than 1:2500 - it must be recent and extensive enough to ensure that the exact location is clear. The direction of north to be shown, the site edged red and any adjoining land in the applicants ownership edged in blue.
- Block plan/site plan showing the site boundaries (usually 1:100 or 1:200 scale). This plan should also show any trees and buildings (including those in close proximity to the site), existing or proposed boundary treatments of note and a north point. A tree survey will also be required if there are substantial trees on or near the site (question 16 of the application form).  
Only if all the above information is included on the layout or floor plans will the absence of a block plan not result in invalidity.
- Design and Access Statement.
- Other plans and drawings or information necessary to describe the subject of the application.

7<sup>th</sup> January 2013