Oxford City Council

Lists of National and Local Planning Application Validation Requirements

As of 31st July 2013
This document contains the National and Local Lists of Planning Application Requirements necessary to validate a planning application. The requirements have been listed by application type.

Useful Information:

- Oxford City Council - Planning Policy Documents
- Oxford City Council - Planning Application Fees
- Planning Portal - Design and Access Statements
- National Planning Policy Framework
- Environment Agency - Flood Risk Assessment
- Planning Portal - Community Infrastructure Levy (CIL)
- DCLG - Environmental Impact Assessments
- Lye Valley SSSI Catchment Area
- Milham Ford SLINC Catchment Area

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1- HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically:-

1. Completed Application Form

2. Design and Access Statement, if required.
   *(For further guidance please refer to policy CS18 of the Core Strategy, policies HP2 and HP9 of the Sites and Housing Plan and policy WE12 of the West End Area Action Plan)*

3. Location Plan at 1:1250 or 1:2500 scale showing:
   - North Point
   - Application site outlined in red and any other land in the applicants ownership outlined in blue

4. Block Plan at 1:100 or 1:200 scale showing:
   - North Point
   - The proposed development in relation to the site boundaries and other existing buildings on the site,

   Plus the following, **unless these would NOT influence or be affected by the proposed development**:
   - All the buildings, roads and footpaths on land adjoining the site including access arrangements
   - All public rights of way crossing or adjoining the site
   - The position of all trees on the site, and those on adjacent land
   - The extent and type of hard surfacing; and
   - Boundary treatment including walls or fencing where this is proposed

5. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

6. Notices – as required depending on ownership of site

7. Appropriate fee (unless exempt).

The following information is not currently a national validation requirement but may be made so in the future. It will be required for all types of planning application that involve the construction of buildings or extensions:

- Information required to establish whether a development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable. This will include a specific CIL form to be submitted alongside the planning application.
Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. **Other plans and drawings** necessary to explain the basis of your application including:
   - Existing and proposed elevations
   - Existing and proposed floor plans
   - Existing and proposed site sections, finished floor and site levels
   - Roof plan

   Plans and drawings should be 1:50 or 1:100 scale and should indicate: plan number; paper size and scale bar indicating a minimum of 0-5 metres.

2. **Biodiversity and Geodiversity Survey and Assessment.** A protected or priority species survey and assessment may be required in certain circumstances, for example:
   - The site contains or is close to a known location for a species
   - There is a medium or high probability that a protected or priority species will be present. For example if the house has hanging tiles or boarding there is a reasonable probability that bats are using the building for roosts.


   The assessment needs to identify the use of the site by protected or priority species, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

   An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham Ford SLINC and Lye Valley SSSI springs. This is because reduction in water entering the aquifer is threatening the survival of this nationally rare habitat.

3. **Energy Statement.** Required for all development proposals to show how energy efficiencies have been incorporated into the development. For further guidance refer to policy HP11 of the Sites and Housing Plan

4. **Flood Risk Assessment.** Required where development on sites of 1ha or more within Flood Zone 1 or for all proposals within Flood Zones 2 and 3. For further guidance refer to policy CS11 of the Core Strategy, policy BA15 of the Barton Area Action Plan and policy WE14 of the West End Area Action Plan
5. **Parking Information.** Details of existing and proposed parking for motor vehicles and bicycles will be required in relevant cases or where existing parking would be lost or altered. *For further guidance refer to policies TR3 and TR4 of the Oxford Local Plan, polices HP16 and HP15 of the Sites and Housing Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

6. **Tree Survey.** Required for any proposals involving development within two meters of the canopy spread of any tree(s) indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan.*

**Information Occasionally Required for Validation**

1. **Archeological Evaluation.** Required for development that involves below-ground impact within and outside the City Centre Area of Archaeological Interest. *For further guidance refer to policy HE2 of the Oxford Local Plan and policy WE10 of the West End Area Action Plan.*

2. **Daylight/Sunlight Assessment.** Required in circumstances where there is a potential adverse impact upon the current levels of sunlight or daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space. *For further guidance refer to policy HP14 (Appendix 7) of the Sites and Housing Plan.*

3. **Land Contamination Assessment.** Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floor space and those on or adjoining public open space. *For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan.*

4. **Photographs/Photomontages.** These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting view cones, a conservation area or a listed building.

5. **Waste Management Details.** Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. *For further guidance refer to policy CS10 of the Core Strategy.*

6. **Water and Sewerage Infrastructure.** Developers will be required to demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to problems for existing users. *For further guidance refer to policy CS17 of the Core Strategy and policy NE14 of the Oxford Local Plan.*
Three copies of the following documents will always be required unless the application is submitted electronically:

1. Completed Application Form

2. Design and Access Statement, if required.
   
   For further guidance please refer to policy CS18 of the Core Strategy; policies HP2 and HP9 of the Sites and Housing Plan and policy WE12 of the West End Area Action Plan

3. Location Plan at 1:1250 or 1:2500 scale showing:
   o North Point
   o Application site outlined in red and any other land in the applicants ownership outlined in blue

4. Block Plan at 1:100 or 1:200 scale showing:
   o North Point
   o The proposed development in relation to the site boundaries and other existing buildings on the site,
   
   Plus the following, unless these would NOT influence or be affected by the proposed development:
   o All the buildings, roads and footpaths on land adjoining the site including access arrangements
   o All public rights of way crossing or adjoining the site
   o The position of all trees on the site, and those on adjacent land
   o The extent and type of hard surfacing; and
   o Boundary treatment including walls or fencing where this is proposed

5. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

6. Notices – as required depending on ownership of site

7. Appropriate fee (unless exempt).

The following information is not currently a national validation requirement but may be made so in the future. It will be required for all types of planning application that involve the construction of buildings or extensions:

- Information required to establish whether a development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable. This will include a specific CIL form to be submitted alongside the planning application.
Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. **Other plans and drawings** necessary to explain the basis of your planning application including:
   - Existing and proposed elevations
   - Existing and proposed floor plans
   - Existing and proposed site sections, finished floor and site levels
   - Roof plan

   Plans and drawings should be 1:50 or 1:100 scale and should indicate: plan number; paper size and scale bar indicating a minimum of 0-5 metres.

2. **Biodiversity and Geodiversity Survey and Assessment.** A protected or priority species survey and assessment may be required in certain circumstances, for example:
   - The site contains or is close to a known location for a species
   - There is a medium or high probability that a protected or priority species will be present. For example if the house has hanging tiles or boarding there is a reasonable probability that bats are using the building for roosts.


   The assessment needs to identify the use of the site by protected or priority species, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

   An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham Ford SLINC and Lye Valley SSSI springs. This is because reduction in water entering the aquifer is threatening the survival of this nationally rare habitat.

3. **Energy Statement.** Required for all development proposals to show how energy efficiencies have been incorporated into the development. *For further guidance refer to Sites and Housing Plan policy HP11*

4. **Flood Risk Assessment.** Required where development on sites of 1ha or more within Flood Zone 1 or for all proposals within Flood Zones 2 and 3. *For further guidance refer to policy CS11 of the Core Strategy, policy BA15 of the Barton Area Action Plan and policy WE14 of the West End Area Action Plan*
5. **Heritage Statement.** Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. *For further guidance refer to Section 12 of the National Planning Policy Framework, Section 5.0 of the Oxford Local Plan, policy CS18 of the Core Strategy and policy WE10 of the West End Area Action Plan*

6. **Parking Information.** Details of existing and proposed parking for motor vehicles and bicycles may be required in relevant cases or where existing parking would be lost or altered. *For further guidance refer to policies TR3 and TR4 of the Oxford Local Plan and polices HP16 and HP15 of the Sites and Housing Plan and the Parking Standards, Transport Assessments and Travel Plans SPD*

7. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s) indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan*

**Information Occasionally Required for Validation**

1. **Archeological Evaluation.** Required for development that involves below-ground impact within and outside the City Centre Area of Archaeological Interest. *For further guidance refer to policy HE2 of the Oxford Local Plan and policy WE10 of the West End Area Action Plan*

2. **Daylight/Sunlight Assessment.** Required in circumstances where there is a potential adverse impact upon the current levels of sunlight or daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space. *For further guidance refer to policy HP14 (Appendix 7) of the Sites and Housing Plan*

3. **Landscaping Details.** This should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. *For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan*

4. **Land Contamination Assessment.** Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floor space and sites adjoining public open space. *For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan*
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6. **Structural Survey.** Where necessary due to substantial demolition or effect on trees.

7. **Waste Management Details.** Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. *For further guidance refer to policy CS10 of the Core Strategy.*

8. **Water and Sewerage Infrastructure.** Developers will be required to demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to problems for existing users. *For further guidance refer to policy NE14 of the Oxford Local Plan.*
3 - HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING AND LISTED BUILDING CONSENT

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically:-

1. Completed Application Form

2. Design and Access Statement, if required.  
   For further guidance please refer to policy CS18 of the Core Strategy policies HP2 and HP9 of the Sites and Housing Plan and policy WE12 of the West End Area Action Plan

3. Location Plan at 1:1250 or 1:2500 scale showing:  
   o North Point  
   o Application site outlined in red and any other land in the applicants ownership outlined in blue

4. Block Plan at 1:100 or 1:200 scale showing:  
   o North Point  
   o The proposed development in relation to the site boundaries and other existing buildings on the site,  
   Plus the following, unless these would NOT influence or be affected by the proposed development:  
   o All the buildings, roads and footpaths on land adjoining the site including access arrangements  
   o All public rights of way crossing or adjoining the site  
   o The position of all trees on the site, and those on adjacent land  
   o The extent and type of hard surfacing; and  
   o Boundary treatment including walls or fencing where this is proposed

5. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

6. Notices – as required depending on ownership of site

7. Appropriate fee (unless exempt).

The following information is not currently a national validation requirement but may be made so in the future. It will be required for all types of planning application that involve the construction of buildings or extensions:

- Information required to establish whether a development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable. This will include a specific CIL form to be submitted alongside the planning application.
Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. Other plans and drawings necessary to explain the basis of your planning application including:
   - Existing and proposed elevations
   - Existing and proposed floor plans
   - Existing and proposed site sections, finished floor and site levels
   - Roof plan

All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

2. Biodiversity and Geodiversity Survey and Assessment. A protected or priority species survey and assessment may be required in certain circumstances, for example:
   - The site contains or is close to a known location for a species
   - There is a medium or high probability that a protected or priority species will be present. For example if the house has hanging tiles or boarding there is a reasonable probability that bats are using the building for roosts.


The assessment needs to identify the use of the site by protected or priority species, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham Ford SLINC and Lye Valley SSSI springs. This is because reduction in water entering the aquifer is threatening the survival of this nationally rare habitat.

3. Energy Statement. Required for all development proposals to show how energy efficiencies have been incorporated into the development. For further guidance refer to Sites and Housing Plan policy HP11

4. Flood Risk Assessment. Required where development on sites of 1ha or more within Flood Zone 1 or for all proposals within Flood Zones 2 and 3. For further guidance refer to policy CS11 of the Core Strategy, policy BA15 of the Barton Area Action Plan and policy WE14 of the West End Area Action Plan
5. **Heritage Statement.** Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. *For further guidance refer to Section 12 of the National Planning Policy Framework, Section 5.0 of the Oxford Local Plan, policy CS18 of the Core Strategy and policy WE10 of the West End Area Action Plan*

6. **Parking Information.** Details of existing and proposed parking for motor vehicles and bicycles will be required in relevant cases or where existing parking would be lost or altered. *For further guidance refer to policies TR3 and TR4 of the Oxford Local Plan and polices HP16 and HP15 of the Sites and Housing Plan and the Parking Standards, Transport Assessments and Travel Plans SPD*

7. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s), indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan*

**Information Occasionally Required for Validation**

1. **Archeological Evaluation.** Required for development that involves below-ground impact within and outside the City Centre Area of Archaeological Interest. *For further guidance refer to policy HE2 of the Oxford Local Plan and policy WE10 of the West End Area Action Plan*

2. **Daylight/Sunlight Assessment.** Required in circumstances where there is a potential adverse impact upon the current levels of sunlight or daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space. *For further guidance refer to policy HP14 (Appendix 7) of the Sites and Housing Plan*

3. **Landscaping Details.** These should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. *For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan*

4. **Land Contamination Assessment.** Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floorspace and sites on or adjoining public open space. *For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan*
5. **Photographs/Photomontages.** These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting view cones, a conservation area or a listed building.

6. **Structural Survey.** Where necessary due to substantial demolition or effect on trees

7. **Waste Management Details.** Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. *For further guidance refer to policy CS10 of the Core Strategy*

8. **Water and Sewerage Infrastructure.** Developers will be required to demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to problems for existing users. *For further guidance refer to policy NE14 of the Oxford Local Plan*
4 - APPLICATION FOR PLANNING PERMISSION

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically. For major applications submitted electronically, three paper copies will also be required:

1. Completed Application Form

2. Design and Access Statement, if required.
   
   *For further guidance please refer to policy CS18 of the Core Strategy policies HP2 and HP9 of the Sites and Housing Plan and policy WE12 of the West End Area Action Plan*

3. Location Plan at 1:1250 or 1:2500 scale showing:
   - North Point
   - Application site outlined in red and any other land in the applicants ownership outlined in blue

4. Block Plan at 1:100 or 1:200 scale showing:
   - North Point
   - The proposed development in relation to the site boundaries and other existing buildings on the site,
   
   Plus the following, unless these would NOT influence or be affected by the proposed development:
   - All the buildings, roads and footpaths on land adjoining the site including access arrangements
   - All public rights of way crossing or adjoining the site
   - The position of all trees on the site, and those on adjacent land
   - The extent and type of hard surfacing; and
   - Boundary treatment including walls or fencing where this is proposed

5. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

6. Notices – as required depending on ownership of site

7. Appropriate fee (unless exempt).

The following information is not currently a national validation requirement but may be made so in the future. It will be required for all types of planning application that involve the construction of buildings or extensions:

- Information required to establish whether a development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable. This will include a specific CIL form to be submitted alongside the planning application.
Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. **Other plans and drawings** necessary to describe the basis of your planning application including:
   - Existing and proposed elevations
   - Existing and proposed floor plans
   - Existing and proposed site sections, finished floor and site levels
   - Roof plan

   All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

2. **Affordable Housing Statement.** This will be required for:
   - Residential developments on sites with capacity of 10 or more dwellings, or which have an area of 0.25 hectares or greater. *For further guidance refer to policy HP3 of the Sites and Housing Plan and policy CS24 of the Core Strategy;*
   - Residential developments on sites with capacity for 4 to 9 dwellings. *For further guidance refer to policy HP4 of the Sites and Housing Plan and policy CS24 of the Core Strategy;*
   - Student accommodation that includes 20 or more bedrooms. *For further guidance refer to policy HP6 of the Sites and Housing Plan and policy CS24 of the Core Strategy.*

   Refer also to the Affordable Housing and Planning Obligations SPD

3. **Biodiversity and Geodiversity Survey and Assessment.** An ecological and geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where:
   - The site contains or is close to a known location for a species, habitat or geological exposure
   - There is a medium or high probability that a species, habitat or geological exposure will be present.


For information on species and habitats of concern in Oxford see: [http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire](http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire)
The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham Ford SLINC and Lye Valley SSSI springs. This is because reduction in water (and pollution of water) entering the aquifer is threatening the survival of this nationally rare habitat.

4. **Daylight/Sunlight Assessment.** Required in circumstances where there is a potential adverse impact upon the current levels of sunlight or daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space. *For further guidance refer to policy HP14 (Appendix 7) of the Sites and Housing Plan*

5. **Energy Statement.** Required for all development proposals to show how energy efficiencies have been incorporated into the development. *For further guidance refer to policy HP11 of the Sites and Housing Plan*

6. **Flood Risk Assessment.** Required where development on sites of 1ha or more within Flood Zone 1 or for all proposals within Flood Zones 2 and 3. *For further guidance refer to policy CS11 of the Core Strategy, policy BA15 of the Barton Area Action Plan and policy WE14 of the West End Area Action Plan*

7. **Heritage Statement.** Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. *For further guidance refer to Section 12 of the National Planning Policy Framework, Section 5.0 of the Oxford Local Plan, policy CS18 of the Core Strategy and policy WE10 of the West End Area Action Plan*

8. **Land Contamination Assessment.** Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floor space and sites on or adjoining public open space. *For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan*

9. **Landscaping Details.** These should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. *For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan*
10. **Natural Resources Impact Analysis (NRIA).** Required for major developments of 10 or more dwellings; 20 or more student rooms (or 500 m$^2$ or more of student accommodation even when there are less than 20 rooms); or 2,000 m$^2$ or more of non-residential floor space. *For further guidance refer to policy CS9 of the Core Strategy, policies CP18 and NE14 of the Oxford Local Plan, policy HP11 of the Sites and Housing Plan, policy BA12 of the Barton Area Action Plan, and policy WE12 of the West End Area Action Plan.*

11. **Noise Impact Assessment.** Required where developments are close to existing sources of noise or the proposal will generate significant noise levels. *For further guidance refer to policy CP21 of the Oxford Local Plan.*

12. **Parking Information.** Details of existing and proposed parking for motor vehicles and bicycles will be required in relevant cases or where existing parking would be lost or altered. *For further guidance refer to policies TR3 and TR4 of the Oxford Local Plan and polices HP16 and HP15 of the Sites and Housing Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

13. **Planning Obligations.** Information will be required in support of all applications which generate requirements for planning obligations in accordance with policy CS17 of the Core Strategy and policy BA14 of the Barton Area Action Plan. *Refer also to the Affordable Housing and Planning Obligations SPD.*

14. **Statement of Community Involvement.** Required for all major applications.

15. **Transport Assessment.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR1 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

16. **Travel Plan.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR2 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

17. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s), indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan.*
18. **Viability Assessment.** Required where an applicant wishes to demonstrate that a site is not economically viable at the level of affordable housing required by planning policies. You will be expected to provide, where necessary, information from a professionally qualified source and to demonstrate that the Viability Assessment is based on reasonable and realistic assumptions. *For further guidance refer to policies CS24, CS28 and CS31 of the Core Strategy, HP3, HP4 and HP6 of the Sites and Housing Plan, policy WE16 of the West End Area Action Plan and policies RC8, RC9, RC18 and TA4 of the Oxford Local Plan*

19. **Waste Management Details.** Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. *For further guidance refer to policy CS10 of the Core Strategy*

20. **CD-ROM.** For major application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format if possible e.g. CD-ROM or DVD

**Information Occasionally Required for Validation**

1. **Air Quality Statement.** We would only seek an Air Quality Statement for developments that would generate a substantial increase in vehicular movements whether by private car, public transport and/or HGV movements. *For further guidance refer to policy CP23 of the Oxford Local Plan*

2. **Archeological Evaluation.** Required for development that involves below-ground impact within and outside the City Centre Area of Archaeological Interest. *For further guidance refer to policy HE2 of the Oxford Local Plan and policy WE10 of the West End Area Action Plan*

3. **Crime Reduction Statement.** Required for all new build developments involving 6 or more residential units, 1000sqm of non-residential floor space or proposals for nightclubs or ATMs. Wherever possible, new developments should seek to address specific local priorities as identified by Neighbourhood Action Groups and the Oxford Safer Communities Partnership. *For further guidance refer to policy CS19 of the Core Strategy*

4. **Economic Statement.** Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal. *For further guidance refer to Section 8.0 of the Oxford Local Plan*
5. **Environmental Impact Assessment (EIA).** Required to accompany a planning application for certain types of development under the terms of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011. An EIA will always be required for all developments described in Schedule I of the Regulations, and may be required for those described in Schedule 2 if they:
   - Constitute a major development of more than local significance; or
   - Adversely affect an environmentally sensitive location (such as a Site of Special Scientific Interest, National Park, Area of Outstanding Natural Beauty, World Heritage Site or Scheduled Monument); or
   - Would be of a complex or hazardous nature.

*If an application is accompanied by an EIA we reserve the right to ask for additional hard copies of the application documents.*

6. **Health and Radiation Impact Analysis.** Developers can reduce concerns over the health impact of telecommunications development by submitting information on this matter alongside proposals for new equipment. This should be in the form of a Health and Radiation Impact Analysis (HRIA) which provides details on the expected microwave and other radiation from the proposed equipment and how this relates to the EU ICNIRP guidelines. *For further guidance refer to policy CP24 of the Oxford Local Plan and the Telecommunications SPD*

7. **Lighting Assessment.** Required where a proposal includes external lighting. *For further guidance refer to policies CP20 and RC14 of the Oxford Local Plan*

8. **Open Space Assessment.** Required for development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. *For further guidance refer to policies SR2 and SR5 of the Oxford Local Plan, policy BA4 of the Barton Area Action Plan and policy CS21 of the Core Strategy*

9. **Photographs/Photomontages.** These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting view cones, a conservation area or a listed building.

10. **Planning Statement.** A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

11. **Structural Survey.** Required where necessary due to substantial demolition or effect on trees

12. **Ventilation Details.** Required for all A3/A4/A5 uses and any retail, business, industrial or leisure or other developments where ventilation or extraction equipment is proposed.
13. **Water and Sewerage Infrastructure.** Developers will be required to demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to problems for existing users. *For further guidance refer to policy CS17 of the Core Strategy and policy NE14 of the Oxford Local Plan*
5 - APPLICATION FOR OUTLINE PLANNING PERMISSION WITH SOME MATTERS RESERVED

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically. For major applications submitted electronically, three paper copies will also be required:

1. Completed Application Form

2. Design and Access Statement, if required.
   For further guidance please refer to policy CS18 of the Core Strategy policies HP2 and HP9 of the Sites and Housing Plan and policy WE12 of the West End Area Action Plan

3. Location Plan at 1:1250 or 1:2500 scale showing:
   - North Point
   - Application site outlined in red and any other land in the applicants ownership outlined in blue

4. Block Plan at 1:100 or 1:200 scale showing:
   - North Point
   - The proposed development in relation to the site boundaries and other existing buildings on the site,

Plus the following, unless these would NOT influence or be affected by the proposed development:
   - All the buildings, roads and footpaths on land adjoining the site including access arrangements
   - All public rights of way crossing or adjoining the site
   - The position of all trees on the site, and those on adjacent land
   - The extent and type of hard surfacing; and
   - Boundary treatment including walls or fencing where this is proposed

5. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

6. Notices – as required depending on ownership of site

7. Appropriate fee (unless exempt).

The following information is not currently a national validation requirement but may be made so in the future. It will be required for all types of planning application that involve the construction of buildings or extensions:

- Information required to establish whether a development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable. This will include a specific CIL form to be submitted alongside the planning application.
Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. Affordable Housing Statement. This will be required for:
   - Residential developments on sites with capacity of 10 or more dwellings, or which have an area of 0.25 hectares or greater. For further guidance refer to policy HP3 of the Sites and Housing Plan and policy CS24 of the Core Strategy;
   - Residential developments on sites with capacity for 4 to 9 dwellings. For further guidance refer to policy HP4 of the Sites and Housing Plan and policy CS24 of the Core Strategy;
   - Student accommodation that includes 20 or more bedrooms. For further guidance refer to policy HP6 of the Sites and Housing Plan and policy CS24 of the Core Strategy.

   Refer also to the Affordable Housing and Planning Obligations SPD

2. Biodiversity and Geodiversity Survey and Assessment. An ecological and geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where:
   - The site contains or is close to a known location for a species, habitat or geological exposure
   - There is a medium or high probability that a species, habitat or geological exposure will be present.

For information on species and habitats of concern in Oxford see: http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire

The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham Ford SLINC and Lye Valley SSSI springs. This is because reduction in water (and pollution of water) entering the aquifer is threatening the survival of this nationally rare habitat.
3. **Daylight/Sunlight Assessment.** Required in circumstances where there is a potential adverse impact upon the current levels of sunlight or daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space. *For further guidance refer to policy HP14 (Appendix 7) of the Sites and Housing Plan*

4. **Energy Statement.** Required for all development proposals to show how energy efficiencies have been incorporated into the development. *For further guidance refer to policy HP11 of the Sites and Housing Plan*

5. **Flood Risk Assessment.** Required where development on sites of 1ha or more within Flood Zone 1 or for all proposals within Flood Zones 2 and 3. *For further guidance refer to policy CS11 of the Core Strategy, policy BA15 of the Barton Area Action Plan and policy WE14 of the West End Area Action Plan*

6. **Heritage Statement.** Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. *For further guidance refer to National Planning Policy Framework and Section 5.0 of the Oxford Local Plan, policy CS18 of the Core Strategy and policy WE10 of the West End Area Action Plan*

7. **Land Contamination Assessment.** Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floor space and sites on or adjoining public open space. *For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan*

8. **Landscaping Details.** These should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. *For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan*

9. **Natural Resources Impact Analysis (NRIA).** Required for major developments of 10 or more dwellings; 20 or more student rooms (or 500 m² or more of student accommodation even when there are less than 20 rooms); or 2,000 m² or more of non-residential floor space. *For further guidance refer to policy CS9 of the Core Strategy, policies CP18 and NE14 of the Oxford Local Plan, policy HP11 of the Sites and Housing Plan, policy BA12 of the Barton Area Action Plan, and policy WE12 of the West End Area Action Plan*
10. **Noise Impact Assessment.** Required where developments are close to existing sources of noise or the proposal will generate significant noise levels. *For further guidance refer to policy CP21 of the Oxford Local Plan.*

11. **Parking Information.** Details of existing and proposed parking for motor vehicles and bicycles will be required in relevant cases or where existing parking would be lost or altered. *For further guidance refer to policies TR3 and TR4 of the Oxford Local Plan and policies HP16 and HP15 of the Sites and Housing Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

12. **Planning Obligations.** Information will be required in support of all applications which generate requirements for planning obligations in accordance with policy CS17 of the Core Strategy and policy BA14 of the Barton Area Action Plan. *Refer also to the Affordable Housing and Planning Obligations SPD.*

13. **Statement of Community Involvement.** Required for all major applications.

14. **Transport Assessment.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR1 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

15. **Travel Plan.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR2 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

16. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s), indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan.*

17. **Viability Assessment.** Required where an applicant wishes to demonstrate that a site is not economically viable at the level of affordable housing required by planning policies. You will be expected to provide, where necessary, information from a professionally qualified source and to demonstrate that the Viability Assessment is based on reasonable and realistic assumptions. *For further guidance refer to policies CS24, CS28 and CS31 of the Core Strategy, HP3, HP4 and HP6 of the Sites and Housing Plan, policy WE16 of the West End Area Action Plan and policies RC8, RC9, RC18 and TA4 of the Oxford Local Plan.*

18. **Waste Management Details.** Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. *For further guidance refer to policy CS10 of the Core Strategy.*
19. **CD-ROM.** For major application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format if possible e.g. CD-ROM or DVD.

**Information Occasionally Required for Validation**

1. **Air Quality Statement.** We would only seek an Air Quality Statement for developments that would generate a substantial increase in vehicular movements whether by private car, public transport and/or HGV movements. *For further guidance refer to policy CP23 of the Oxford Local Plan*

2. **Economic Statement.** Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal. *For further guidance refer to Section 8.0 of the Oxford Local Plan*

3. **Environmental Impact Assessment (EIA).** Required to accompany a planning application for certain types of development under the terms of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011. An EIA will always be required for all developments described in Schedule I of the Regulations, and may be required for those described in Schedule 2 if they:
   - Constitute a major development of more than local significance; or
   - Adversely affect an environmentally sensitive location (such as a Site of Special Scientific Interest, National Park, Area of Outstanding Natural Beauty, World Heritage Site or Scheduled Monument); or
   - Would be of a complex or hazardous nature.

   *If an application is accompanied by an EIA we reserve the right to ask for additional hard copies of the application documents.*

4. **Lighting Assessment.** Required where a proposal includes external lighting. *For further guidance refer to policies CP20 and RC14 of the Oxford Local Plan*

5. **Open Space Assessment.** Required for development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. *For further guidance refer to policies SR2 and SR5 of the Oxford Local Plan, policy BA4 of the Barton Area Action Plan and policy CS21 of the Core Strategy*

6. **Photographs/Photomontages.** These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting view cones, a conservation area or a listed building.

7. **Structural Survey.** Required where necessary due to substantial demolition or effect on trees
8. **Water and Sewerage Infrastructure.** Developers will be required to demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to problems for existing users. *For further guidance refer to policy CS17 of the Core Strategy and policy NE14 of the Oxford Local Plan.*
6 - APPLICATION FOR OUTLINE PLANNING PERMISSION WITH ALL MATTERS RESERVED

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically. For major applications submitted electronically, three paper copies will also be required:-

1. Completed Application Form

2. Design and Access Statement, if required.  
   For further guidance please refer to policy CS18 of the Core Strategy policies HP2 and HP9 of the Sites and Housing Plan and policy WE12 of the West End Area Action Plan

3. Location Plan at 1:1250 or 1:2500 scale showing:  
   o North Point  
   o Application site outlined in red and any other land in the applicants ownership outlined in blue

4. Block Plan at 1:100 or 1:200 scale showing:  
   o North Point  
   o The proposed development in relation to the site boundaries and other existing buildings on the site,  
   Plus the following, unless these would NOT influence or be affected by the proposed development:  
   o All the buildings, roads and footpaths on land adjoining the site including access arrangements  
   o All public rights of way crossing or adjoining the site  
   o The position of all trees on the site, and those on adjacent land  
   o The extent and type of hard surfacing; and  
   o Boundary treatment including walls or fencing where this is proposed

5. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

6. Notices – as required depending on ownership of site

7. Appropriate fee (unless exempt).

The following information is not currently a national validation requirement but may be made so in the future. It will be required for all types of planning application that involve the construction of buildings or extensions:

- Information required to establish whether a development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable. This will include a specific CIL form to be submitted alongside the planning application.
‘Local List’ of requirements necessary for validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. Affordable Housing Statement. This will be required for:
   - Residential developments on sites with capacity of 10 or more dwellings, or which have an area of 0.25 hectares or greater. For further guidance refer to policy HP3 of the Sites and Housing Plan and policy CS24 of the Core Strategy;
   - Residential developments on sites with capacity for 4 to 9 dwellings. For further guidance refer to policy HP4 of the Sites and Housing Plan and policy CS24 of the Core Strategy;
   - Student accommodation that includes 20 or more bedrooms. For further guidance refer to policy HP6 of the Sites and Housing Plan and policy CS24 of the Core Strategy.

Refer also to the Affordable Housing and Planning Obligations SPD

2. Biodiversity and Geodiversity Survey and Assessment. An ecological and geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where:
   - The site contains or is close to a known location for a species, habitat or geological exposure
   - There is a medium or high probability that a species, habitat or geological exposure will be present.

For information on species and habitats of concern in Oxford see: http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire

The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham Ford SLINC and Lye Valley SSSI springs. This is because reduction in water (and pollution of water) entering the aquifer is threatening the survival of this nationally rare habitat.
3. **Energy Statement.** Required for all development proposals to show how energy efficiencies have been incorporated into the development. *For further guidance refer to policy HP11 of the Sites and Housing Plan*

4. **Flood Risk Assessment.** Required where development on sites of 1ha or more within Flood Zone 1 or for all proposals within Flood Zones 2 and 3. *For further guidance refer to policy CS11 of the Core Strategy, policy BA15 of the Barton Area Action Plan and policy WE14 of the West End Area Action Plan*

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6. **Land Contamination Assessment.** Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floorspace and sites on or adjoining public open space. *For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan*

7. **Natural Resources Impact Analysis (NRIA).** Required for major developments of 10 or more dwellings; 20 or more student rooms (or 500 m² or more of student accommodation even when there are less than 20 rooms); or 2,000 m² or more of non-residential floor space. *For further guidance refer to policy CS9 of the Core Strategy, policies CP18 and NE14 of the Oxford Local Plan, policy HP11 of the Sites and Housing Plan, policy BA12 of the Barton Area Action Plan, and policy WE12 of the West End Area Action Plan*

8. **Noise Impact Assessment.** Required where developments are close to existing sources of noise or the proposal will generate significant noise levels. *For further guidance refer to policy CP21 of the Oxford Local Plan*

9. **Parking Information.** Details of existing and proposed parking for motor vehicles and bicycles will be required in relevant cases or where existing parking would be lost or altered. *For further guidance refer to policies TR3 and TR4 of the Oxford Local Plan and polices HP16 and HP15 of the Sites and Housing Plan and the Parking Standards, Transport Assessments and Travel Plans SPD*

10. **Planning Obligations.** Information will be required in support of all applications which generate requirements for planning obligations in accordance with policy CS17 of the Core Strategy and policy BA14 of the Barton Area Action Plan. *Refer also to the Affordable Housing and Planning Obligations SPD*
11. **Statement of Community Involvement.** Required for all major applications.

12. **Transport Assessment.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR1 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

13. **Travel Plan.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR2 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

14. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s), indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan.*

15. **Viability Assessment.** Required where an applicant wishes to demonstrate that a site is not economically viable at the level of affordable housing required by planning policies. You will be expected to provide, where necessary, information from a professionally qualified source and to demonstrate that the Viability Assessment is based on reasonable and realistic assumptions. *For further guidance refer to policies CS24, CS28 and CS31 of the Core Strategy, HP3, HP4 and HP6 of the Sites and Housing Plan, policy WE16 of the West End Area Action Plan and policies RC8, RC9, RC18 and TA4 of the Oxford Local Plan.*

16. **Waste Management Details.** Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. *For further guidance refer to policy CS10 of the Core Strategy.*

17. **CD-ROM.** For major application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format if possible e.g. CD-ROM or DVD.

**Information Occasionally Required for Validation**

1. **Air Quality Statement.** We would only seek an Air Quality Statement for developments that would generate a substantial increase in vehicular movements whether by private car, public transport and/or HGV movements. *For further guidance refer to policy CP23 of the Oxford Local Plan.*
2. **Economic Statement.** Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal. *For further guidance refer to Section 8.0 of the Oxford Local Plan*

3. **Environmental Impact Assessment (EIA).** Required to accompany a planning application for certain types of development under the terms of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011. An EIA will always be required for all developments described in Schedule I of the Regulations, and may be required for those described in Schedule 2 if they:
   - Constitute a major development of more than local significance; or
   - Adversely affect an environmentally sensitive location (such as a Site of Special Scientific Interest, National Park, Area of Outstanding Natural Beauty, World Heritage Site or Scheduled Monument); or
   - Would be of a complex or hazardous nature.

   *If an application is accompanied by an EIA we reserve the right to ask for additional hard copies of the application documents.*

4. **Lighting Assessment.** Required where a proposal includes external flood-lighting. *For further guidance refer to policies CP20 and RC14 of the Oxford Local Plan*

5. **Open Space Assessment.** Required for development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. *For further guidance refer to policies SR2 and SR5 of the Oxford Local Plan, policy BA4 of the Barton Area Action Plan and policy CS21 of the Core Strategy*

6. **Photographs/Photomontages.** These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting view cones, a conservation area or a listed building.

7. **Structural Survey.** Required where necessary due to substantial demolition or effect on trees

8. **Water and Sewerage Infrastructure.** Developers will be required to demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to problems for existing users. *For further guidance refer to policy CS17 of the Core Strategy and policy NE14 of the Oxford Local Plan*
7 - APPLICATION FOR PLANNING PERMISSION AND CONSERVATION
AREA CONSENT FOR DEMOLITION

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically. For major applications submitted electronically, three paper copies will also be required:

1. Completed Application Form

2. Design and Access Statement, if required.
   For further guidance please refer to policy CS18 of the Core Strategy policies HP2 and HP9 of the Sites and Housing Plan and policy WE12 of the West End Area Action Plan

3. Location Plan at 1:1250 or 1:2500 scale showing:
   - North Point
   - Application site outlined in red and any other land in the applicants ownership outlined in blue

4. Block Plan at 1:100 or 1:200 scale showing:
   - North Point
   - The proposed development in relation to the site boundaries and other existing buildings on the site,
   Plus the following, unless these would NOT influence or be affected by the proposed development:
   - All the buildings, roads and footpaths on land adjoining the site including access arrangements
   - All public rights of way crossing or adjoining the site
   - The position of all trees on the site, and those on adjacent land
   - The extent and type of hard surfacing; and
   - Boundary treatment including walls or fencing where this is proposed

5. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

6. Notices – as required depending on ownership of site

7. Appropriate fee (unless exempt).

The following information is not currently a national validation requirement but may be made so in the future. It will be required for all types of planning application that involve the construction of buildings or extensions:

- Information required to establish whether a development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable. This will include a specific CIL form to be submitted alongside the planning application.
Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. Other plans and drawings necessary to describe the basis of your planning application including:
   - Existing and proposed elevations
   - Existing and proposed floor plans
   - Existing and proposed site sections, finished floor and site levels
   - Roof plan

   All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

2. Affordable Housing Statement. This will be required for:
   - Residential developments on sites with capacity of 10 or more dwellings, or which have an area of 0.25 hectares or greater. For further guidance refer to policy HP3 of the Sites and Housing Plan and policy CS24 of the Core Strategy;
   - Residential developments on sites with capacity for 4 to 9 dwellings. For further guidance refer to policy HP4 of the Sites and Housing Plan and policy CS24 of the Core Strategy;
   - Student accommodation that includes 20 or more bedrooms. For further guidance refer to policy HP6 of the Sites and Housing Plan and policy CS24 of the Core Strategy.

   Refer also to the Affordable Housing and Planning Obligations SPD

3. Biodiversity and Geodiversity Survey and Assessment. An ecological and geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where:
   - The site contains or is close to a known location for a species, habitat or geological exposure
   - There is a medium or high probability that a species, habitat or geological exposure will be present.

   For information on species and habitats of concern in Oxford see: http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire
The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham Ford SLINC and Lye Valley SSSI springs. This is because reduction in water (and pollution of water) entering the aquifer is threatening the survival of this nationally rare habitat.

4. **Daylight/Sunlight Assessment.** Required in circumstances where there is a potential adverse impact upon the current levels of sunlight or daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space. *For further guidance refer to policy HP14 (Appendix 7) of the Sites and Housing Plan*

5. **Energy Statement.** Required for all development proposals to show how energy efficiencies have been incorporated into the development. *For further guidance refer to policy HP11 of the Sites and Housing Plan*

6. **Flood Risk Assessment.** Required where development on sites of 1ha or more within Flood Zone 1 or for all proposals within Flood Zones 2 and 3. *For further guidance refer to policy CS11 of the Core Strategy, policy BA15 of the Barton Area Action Plan and policy WE14 of the West End Area Action Plan*

7. **Heritage Statement.** Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application but must include photographs/and or a plan of the building to be demolished. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. *For further guidance refer to Section 12 of the National Planning Policy Framework, Section 5.0 of the Oxford Local Plan, policy CS18 of the Core Strategy and policy WE10 of the West End Area Action Plan*

8. **Land Contamination Assessment.** Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floor space and sites on or adjoining public open space. *For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan*

9. **Landscaping Details.** These should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. *For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan*
10. **Natural Resources Impact Analysis (NRIA).** Required for major developments of 10 or more dwellings; 20 or more student rooms (or 500 m² or more of student accommodation even when there are less than 20 rooms); or 2,000 m² or more of non-residential floor space. *For further guidance refer to policy CS9 of the Core Strategy, policies CP18 and NE14 of the Oxford Local Plan, policy HP11 of the Sites and Housing Plan, policy BA12 of the Barton Area Action Plan, and policy WE12 of the West End Area Action Plan.*

11. **Noise Impact Assessment.** Required where developments are close to existing sources of noise or the proposal will generate significant noise levels *For further guidance refer to policy CP21 of the Oxford Local Plan.*

12. **Parking Information.** Details of existing and proposed parking for motor vehicles and bicycles will be required in relevant cases or where existing parking would be lost or altered. *For further guidance refer to policies TR3 and TR4 of the Oxford Local Plan and polices HP16 and HP15 of the Sites and Housing Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

13. **Planning Obligations.** Information will be required in support of all applications which generate requirements for planning obligations in accordance with policy CS17 of the Core Strategy and policy BA14 of the Barton Area Action Plan. *Refer also to the Affordable Housing and Planning Obligations SPD.*

14. **Statement of Community Involvement.** Required for all major applications.

15. **Transport Assessment.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR1 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

16. **Travel Plan.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR2 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

17. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s), indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan.*

18. **Viability Assessment.** Required where an applicant wishes to demonstrate that a site is not economically viable at the level of affordable housing required by planning policies. You will be expected to provide, where necessary, information from a professionally qualified source and to demonstrate that the Viability Assessment is based on reasonable and realistic assumptions. *For further guidance refer to policies CS24, CS28 and CS31 of the Core Strategy, HP3, HP4 and HP6 of the Sites and Housing Plan, policy WE16 of the West End Area Action Plan and policies RC8, RC9, RC18 and TA4 of the Oxford Local Plan.*
19. Waste Management Details. Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. *For further guidance refer to policy CS10 of the Core Strategy*

20. CD-ROM. For major application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format if possible e.g. CD-ROM or DVD

**Information Occasionally Required for Validation**

1. **Air Quality Statement.** We would only seek an Air Quality Statement for developments that would generate a substantial increase in vehicular movements whether by private car, public transport and/or HGV movements. *For further guidance refer to policy CP23 of the Oxford Local Plan*

2. **Archeological Evaluation.** Required for development that involves below-ground impact within and outside the City Centre Area of Archaeological Interest. *For further guidance refer to policy HE2 of the Oxford Local Plan and policy WE10 of the West End Area Action Plan*

3. **Crime Reduction Statement.** Required for all new build developments involving 6 or more residential units, 1000sqm of non-residential floor space or proposals for nightclubs or ATMs. Wherever possible, new developments should seek to address specific local priorities as identified by Neighbourhood Action Groups and the Oxford Safer Communities Partnership. *For further guidance refer to policy CS19 of the Core Strategy*

4. **Economic Statement.** Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal. *For further guidance refer to Section 8.0 of the Oxford Local Plan*

5. **Environmental Impact Assessment (EIA).** Required to accompany a planning application for certain types of development under the terms of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011. An EIA will always be required for all developments described in Schedule 1 of the Regulations, and may be required for those described in Schedule 2 if they:
   - Constitute a major development of more than local significance; or
   - Adversely affect an environmentally sensitive location (such as a Site of Special Scientific Interest, National Park, Area of Outstanding Natural Beauty, World Heritage Site or Scheduled Monument); or
   - Would be of a complex or hazardous nature.

*If an application is accompanied by an EIA we reserve the right to ask for additional hard copies of the application documents.*
6. **Health and Radiation Impact Analysis.** Developers can reduce concerns over the health impact of telecommunications development by submitting information on this matter alongside proposals for new equipment. This should be in the form of a Health and Radiation Impact Analysis (HRIA) which provides details on the expected microwave and other radiation from the proposed equipment and how this relates to the EU ICNIRP guidelines. *For further guidance refer to policy CP24 of the Oxford Local Plan and the Telecommunications SPD*

7. **Lighting Assessment.** Required where a proposal includes external lighting. *For further guidance refer to policies CP20 and RC14 of the Oxford Local Plan*

8. **Open Space Assessment.** Required for development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. *For further guidance refer to policies SR2 and SR5 of the Oxford Local Plan, policy BA4 of the Barton Area Action Plan and policy CS21 of the Core Strategy*

9. **Photographs/Photomontages.** These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting view cones, a conservation area or a listed building.

10. **Planning Statement.** A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

11. **Structural Survey.** Required where necessary due to substantial demolition or effect on trees

12. **Ventilation Details.** Required for all A3/A4/A5 uses and any retail, business, industrial or leisure or other developments where ventilation or extraction equipment is proposed.

13. **Water and Sewerage Infrastructure.** Developers will be required to demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to problems for existing users. *For further guidance refer to policy CS17 of the Core Strategy and policy NE14 of the Oxford Local Plan*
8 - APPLICATION FOR PLANNING PERMISSION AND LISTED BUILDING CONSENT

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically. For major applications submitted electronically, three paper copies will also be required:

1. Completed Application Form

2. Design and Access Statement, if required.
   For further guidance please refer to policy CS18 of the Core Strategy policies HP2 and HP9 of the Sites and Housing Plan and policy WE12 of the West End Area Action Plan

3. Location Plan at 1:1250 or 1:2500 scale showing:
   - North Point
   - Application site outlined in red and any other land in the applicants ownership outlined in blue

4. Block Plan at 1:100 or 1:200 scale showing:
   - North Point
   - The proposed development in relation to the site boundaries and other existing buildings on the site,
   Plus the following, unless these would NOT influence or be affected by the proposed development:
   - All the buildings, roads and footpaths on land adjoining the site including access arrangements
   - All public rights of way crossing or adjoining the site
   - The position of all trees on the site, and those on adjacent land
   - The extent and type of hard surfacing; and
   - Boundary treatment including walls or fencing where this is proposed

5. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

6. Notices – as required depending on ownership of site

7. Appropriate fee (unless exempt).

The following information is not currently a national validation requirement but may be made so in the future. It will be required for all types of planning application that involve the construction of buildings or extensions:

- Information required to establish whether a development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable. This will include a specific CIL form to be submitted alongside the planning application.
Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. **Other plans and drawings** necessary to describe the basis of your planning application including:
   - Existing and proposed elevations
   - Existing and proposed floor plans
   - Existing and proposed site sections, finished floor and site levels
   - Roof plan
   - Schedule of existing and/or proposed doors; fireplaces; windows and other internal features (where they may be affected by the proposals). Details should include photographs and plans to a suitable scale and detail

   All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

2. **Affordable Housing Statement.** This will be required for:
   - Residential developments on sites with capacity of 10 or more dwellings, or which have an area of 0.25 hectares or greater. *For further guidance refer to policy HP3 of the Sites and Housing Plan and policy CS24 of the Core Strategy;*
   - Residential developments on sites with capacity for 4 to 9 dwellings. *For further guidance refer to policy HP4 of the Sites and Housing Plan and policy CS24 of the Core Strategy;*
   - Student accommodation that includes 20 or more bedrooms. *For further guidance refer to policy HP6 of the Sites and Housing Plan and policy CS24 of the Core Strategy.*

   *Refer also to the Affordable Housing and Planning Obligations SPD*

3. **Biodiversity and Geodiversity Survey and Assessment.** An ecological and geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where:
   - The site contains or is close to a known location for a species, habitat or geological exposure
   - There is a medium or high probability that a species, habitat or geological exposure will be present.

For information on species and habitats of concern in Oxford see: http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire

The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham Ford SLINC and Lye Valley SSSI springs. This is because reduction in water (and pollution of water) entering the aquifer is threatening the survival of this nationally rare habitat.

4. Daylight/Sunlight Assessment. Required in circumstances where there is a potential adverse impact upon the current levels of sunlight or daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space. For further guidance refer to policy HP14 (Appendix 7) of the Sites and Housing Plan

5. Energy Statement. Required for all development proposals to show how energy efficiencies have been incorporated into the development. For further guidance refer to policy HP11 of the Sites and Housing Plan

6. Flood Risk Assessment. Required where development on sites of 1ha or more within Flood Zone 1 or for all proposals within Flood Zones 2 and 3. For further guidance refer to policy CS11 of the Core Strategy, policy BA15 of the Barton Area Action Plan and policy WE14 of the West End Area Action Plan

7. Heritage Statement. Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. For further guidance refer to Section 12 of the National Planning Policy Framework, Section 5.0 of the Oxford Local Plan, policy CS18 of the Core Strategy and policy WE10 of the West End Area Action Plan

8. Land Contamination Assessment. Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floor space and sites on or adjoining public open space. For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan
9. **Landscaping Details.** These should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. *For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan*

10. **Natural Resources Impact Analysis (NRIA).** Required for major developments of 10 or more dwellings; 20 or more student rooms (or 500 m² or more of student accommodation even when there are less than 20 rooms); or 2,000 m² or more of non-residential floor space. *For further guidance refer to policy CS9 of the Core Strategy, policies CP18 and NE14 of the Oxford Local Plan, policy HP11 of the Sites and Housing Plan, policy BA12 of the Barton Area Action Plan, and policy WE12 of the West End Area Action Plan*

11. **Noise Impact Assessment.** Required where developments are close to existing sources of noise or the proposal will generate significant noise levels. *For further guidance refer to policy CP21 of the Oxford Local Plan*

12. **Parking Information.** Details of existing and proposed parking for motor vehicles and bicycles will be required in relevant cases or where existing parking would be lost or altered. *For further guidance refer to policies TR3 and TR4 of the Oxford Local Plan and policies HP16 and HP15 of the Sites and Housing Plan and the Parking Standards, Transport Assessments and Travel Plans SPD*

13. **Planning Obligations.** Information will be required in support of all applications which generate requirements for planning obligations in accordance with policy CS17 of the Core Strategy and policy BA14 of the Barton Area Action Plan. *Refer also to the Affordable Housing and Planning Obligations SPD for further guidance*

14. **Statement of Community Involvement.** Required for all major applications.

15. **Transport Assessment.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR1 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD*

16. **Travel Plan.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR2 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD*

17. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s), indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan*
18. Viability Assessment. Required where an applicant wishes to demonstrate that a site is not economically viable at the level of affordable housing required by planning policies. You will be expected to provide, where necessary, information from a professionally qualified source and to demonstrate that the Viability Assessment is based on reasonable and realistic assumptions. For further guidance refer to policies CS24, CS28 and CS31 of the Core Strategy, HP3, HP4 and HP6 of the Sites and Housing Plan, policy WE16 of the West End Area Action Plan and policies RC8, RC9, RC18 and TA4 of the Oxford Local Plan.

19. Waste Management Details. Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site.

20. CD-ROM. For major application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format if possible e.g. CD-ROM or DVD.

Information Occasionally Required for Validation

1. Air Quality Statement. We would only seek an Air Quality Statement for developments that would generate a substantial increase in vehicular movements whether by private car, public transport and/or HGV movements. For further guidance refer to policy CP23 of the Oxford Local Plan.

2. Archeological Evaluation. Required for development that involves below-ground impact within and outside the City Centre Area of Archaeological Interest. For further guidance refer to policy HE2 of the Oxford Local Plan and policy WE10 of the West End Area Action Plan.

3. Crime Reduction Statement. Required for all new build developments involving 6 or more residential units, 1000sqm of non-residential floor space or proposals for nightclubs or ATMs. Wherever possible, new developments should seek to address specific local priorities as identified by Neighbourhood Action Groups and the Oxford Safer Communities Partnership. For further guidance refer to policy CS19 of the Core Strategy.

4. Economic Statement. Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including; details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal. For further guidance refer to Section 8.0 of the Oxford Local Plan.
5. **Environmental Impact Assessment (EIA).** Required to accompany a planning application for certain types of development under the terms of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011. An EIA will always be required for all developments described in Schedule I of the Regulations, and may be required for those described in Schedule 2 if they:
   - Constitute a major development of more than local significance; or
   - Adversely affect an environmentally sensitive location (such as a Site of Special Scientific Interest, National Park, Area of Outstanding Natural Beauty, World Heritage Site or Scheduled Monument); or
   - Would be of a complex or hazardous nature.

*If an application is accompanied by an EIA we reserve the right to ask for additional hard copies of the application documents.*

6. **Health and Radiation Impact Analysis.** Developers can reduce concerns over the health impact of telecommunications development by submitting information on this matter alongside proposals for new equipment. This should be in the form of a Health and Radiation Impact Analysis (HRIA) which provides details on the expected microwave and other radiation from the proposed equipment and how this relates to the EU ICNIRP guidelines. *For further guidance refer to policy CP24 of the Oxford Local Plan and the Telecommunications SPD.*

7. **Lighting Assessment.** Required where a proposal includes external lighting. *For further guidance refer to policies CP20 and RC14 of the Oxford Local Plan.*

8. **Open Space Assessment.** Required for development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. *For further guidance refer to policies SR2 and SR5 of the Oxford Local Plan, policy BA4 of the Barton Area Action Plan and policy CS21 of the Core Strategy.*

9. **Photographs/Photomontages.** These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting view cones, a conservation area or a listed building.

10. **Planning Statement.** A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

11. **Structural Survey.** Required where necessary due to substantial demolition or effect on trees.

12. **Ventilation Details.** Required for all A3/A4/A5 uses and any retail, business, industrial or leisure or other developments where ventilation or extraction equipment is proposed.
13. Water and Sewerage Infrastructure. Developers will be required to demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to problems for existing users. For further guidance refer to policy CS17 of the Core Strategy and policy NE14 of the Oxford Local Plan.
9 - APPLICATION FOR PLANNING PERMISSION AND ADVERTISEMENT CONSENT

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically. For major applications submitted electronically, three paper copies will also be required:

1. Completed Application Form

2. Design and Access Statement, if required.
   
   For further guidance please refer to policy CS18 of the Core Strategy policies HP2 and HP9 of the Sites and Housing Plan and policy WE12 of the West End Area Action Plan

3. Location Plan at 1:1250 or 1:2500 scale showing:
   - North Point
   - Application site outlined in red and any other land in the applicants ownership outlined in blue

4. Block Plan at 1:100 or 1:200 scale showing:
   - North Point
   - The proposed development in relation to the site boundaries and other existing buildings on the site,

   Plus the following, unless these would NOT influence or be affected by the proposed development:
   - All the buildings, roads and footpaths on land adjoining the site including access arrangements
   - All public rights of way crossing or adjoining the site
   - The position of all trees on the site, and those on adjacent land
   - The extent and type of hard surfacing; and
   - Boundary treatment including walls or fencing where this is proposed

5. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

6. Notices – as required depending on ownership of site

7. Appropriate fee (unless exempt).

The following information is not currently a national validation requirement but may be made so in the future. It will be required for all types of planning application that involve the construction of buildings or extensions:

- Information required to establish whether a development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable. This will include a specific CIL form to be submitted alongside the planning application.
Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. Other plans and drawings necessary to describe the basis of your planning application including:
   - Existing and proposed elevations
   - Existing and proposed floor plans
   - Existing and proposed site sections, finished floor and site levels
   - Roof plan
   - Advertisement drawing(s) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]

   All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

2. Affordable Housing Statement. This will be required for:
   - Residential developments on sites with capacity of 10 or more dwellings, or which have an area of 0.25 hectares or greater. For further guidance refer to policy HP3 of the Sites and Housing Plan and policy CS24 of the Core Strategy;
   - Residential developments on sites with capacity for 4 to 9 dwellings. For further guidance refer to policy HP4 of the Sites and Housing Plan and policy CS24 of the Core Strategy;
   - Student accommodation that includes 20 or more bedrooms. For further guidance refer to policy HP6 of the Sites and Housing Plan and policy CS24 of the Core Strategy.

   Refer also to the Affordable Housing and Planning Obligations SPD

3. Biodiversity and Geodiversity Survey and Assessment. An ecological and geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where:
   - The site contains or is close to a known location for a species, habitat or geological exposure
   - There is a medium or high probability that a species, habitat or geological exposure will be present.

For information on species and habitats of concern in Oxford see: http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire

The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham Ford SLINC and Lye Valley SSSI springs. This is because reduction in water (and pollution of water) entering the aquifer is threatening the survival of this nationally rare habitat.

4. **Daylight/Sunlight Assessment.** Required in circumstances where there is a potential adverse impact upon the current levels of sunlight or daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space. *For further guidance refer to policy HP14 (Appendix 7) of the Sites and Housing Plan*

5. **Energy Statement.** Required for all development proposals to show how energy efficiencies have been incorporated into the development. *For further guidance refer to policy HP11 of the Sites and Housing Plan*

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7. **Heritage Statement.** Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. *For further guidance refer to Section 12 of the National Planning Policy Framework, Section 5.0 of the Oxford Local Plan, policy CS18 of the Core Strategy and policy WE10 of the West End Area Action Plan*

8. **Land Contamination Assessment.** Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floor space and sites on or adjoining public open space. *For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan*

9. **Landscaping Details.** These should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. *For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan*
10. **Natural Resources Impact Analysis (NRIA).** Required for major developments of 10 or more dwellings; 20 or more student rooms (or 500 m² or more of student accommodation even when there are less than 20 rooms); or 2,000 m² or more of non-residential floor space. *For further guidance refer to policy CS9 of the Core Strategy, policies CP18 and NE14 of the Oxford Local Plan, policy HP11 of the Sites and Housing Plan, policy BA12 of the Barton Area Action Plan, and policy WE12 of the West End Area Action Plan.*

11. **Noise Impact Assessment.** Required where developments are close to existing sources of noise or the proposal will generate significant noise levels. *For further guidance refer to policy CP21 of the Oxford Local Plan.*

12. **Parking Information.** Details of existing and proposed parking for motor vehicles and bicycles will be required in relevant cases or where existing parking would be lost or altered. *For further guidance refer to policies TR3 and TR4 of the Oxford Local Plan and polices HP16 and HP15 of the Sites and Housing Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

13. **Planning Obligations.** Information will be required in support of all applications which generate requirements for planning obligations in accordance with policy CS17 of the Core Strategy and policy BA14 of the Barton Area Action Plan. *Refer also to the Affordable Housing and Planning Obligations SPD.*

14. **Statement of Community Involvement.** Required for all major applications.

15. **Transport Assessment.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR1 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

16. **Travel Plan.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR2 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD.*

17. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s), indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan.*

18. **Viability Assessment.** Required where an applicant wishes to demonstrate that a site is not economically viable at the level of affordable housing required by planning policies. You will be expected to provide, where necessary, information from a professionally qualified source and to demonstrate that the Viability Assessment is based on reasonable and realistic assumptions. *For further guidance refer to policies CS24, CS28 and CS31 of the Core Strategy, HP3, HP4 and HP6 of the Sites and Housing Plan, policy WE16 of the West End Area Action Plan and policies RC8, RC9, RC18 and TA4 of the Oxford Local Plan.*
19. **Waste Management Details.** Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site

20. **CD-ROM.** For major application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format if possible e.g. CD-ROM or DVD
Information Occasionally Required for Validation

1. **Air Quality Statement.** We would only seek an Air Quality Statement for developments that would generate a substantial increase in vehicular movements whether by private car, public transport and/or HGV movements. *For further guidance refer to policy CP23 of the Oxford Local Plan*

2. **Archeological Evaluation.** Required for development that involves below-ground impact within and outside the City Centre Area of Archaeological Interest. *For further guidance refer to policy HE2 of the Oxford Local Plan and policy WE10 of the West End Area Action Plan*

3. **Crime Reduction Statement.** Required for all new build developments involving 6 or more residential units, 1000sqm of non-residential floor space or proposals for nightclubs or ATMs. Wherever possible, new developments should seek to address specific local priorities as identified by Neighbourhood Action Groups and the Oxford Safer Communities Partnership. *For further guidance refer to policy CS19 of the Core Strategy*

4. **Economic Statement.** Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal. *For further guidance refer to Section 8.0 of the Oxford Local Plan*

5. **Environmental Impact Assessment (EIA).** Required to accompany a planning application for certain types of development under the terms of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011. An EIA will always be required for all developments described in Schedule I of the Regulations, and may be required for those described in Schedule 2 if they:
   - Constitute a major development of more than local significance; or
   - Adversely affect an environmentally sensitive location (such as a Site of Special Scientific Interest, National Park, Area of Outstanding Natural Beauty, World Heritage Site or Scheduled Monument); or
   - Would be of a complex or hazardous nature.

*If an application is accompanied by an EIA we reserve the right to ask for additional hard copies of the application documents.*
6. **Health and Radiation Impact Analysis.** Developers can reduce concerns over the health impact of telecommunications development by submitting information on this matter alongside proposals for new equipment. This should be in the form of a Health and Radiation Impact Analysis (HRIA) which provides details on the expected microwave and other radiation from the proposed equipment and how this relates to the EU ICNIRP guidelines. *For further guidance refer to policy CP24 of the Oxford Local Plan and the Telecommunications SPD*

7. **Lighting Assessment.** Required where a proposal includes external lighting. *For further guidance refer to policies CP20 and RC14 of the Oxford Local Plan*

8. **Open Space Assessment.** Required for development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoin the application site. *For further guidance refer to policies SR2 and SR5 of the Oxford Local Plan, policy BA4 of the Barton Area Action Plan and policy CS21 of the Core Strategy*

9. **Planning Statement.** A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

10. **Photographs/Photomontages.** These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting view cones, a conservation area or a listed building.

11. **Structural Survey.** Required where necessary due to substantial demolition or effect on trees

12. **Ventilation Details.** Required for all A3/A4/A5 uses and any retail, business, industrial or leisure or other developments where ventilation or extraction equipment is proposed.

13. **Water and Sewerage Infrastructure.** Developers will be required to demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to problems for existing users. *For further guidance refer to policy CS17 of the Core Strategy and policy NE14 of the Oxford Local Plan*
10 - CONSERVATION AREA CONSENT FOR DEMOLITION IN A CONSERVATION AREA

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically:-

1. Completed Application Form

2. Location Plan at 1:1250 or 1:2500 scale showing:
   - North Point
   - Application site outlined in red and any other land in the applicants ownership outlined in blue

3. Block Plan at 1:100 or 1:200 scale showing:
   - North Point
   - The proposed development in relation to the site boundaries and other existing buildings on the site,
   Plus the following, unless these would NOT influence or be affected by the proposed development:
   - All the buildings, roads and footpaths on land adjoining the site including access arrangements
   - All public rights of way crossing or adjoining the site
   - The position of all trees on the site, and those on adjacent land
   - The extent and type of hard surfacing; and
   - Boundary treatment including walls or fencing where this is proposed

4. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

5. Notices – as required depending on ownership of site
Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. **Other plans and drawings** necessary to describe the subject of the application including:
   - Existing and proposed elevations
   - Drawings or photographs necessary to describe the buildings to be demolished

All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

2. **Biodiversity and Geodiversity Survey and Assessment.** An ecological and geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where:
   - The site contains or is close to a known location for a species, habitat or geological exposure
   - There is a medium or high probability that a species, habitat or geological exposure will be present.


For information on species and habitats of concern in Oxford see: [http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire](http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire)

The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham Ford SLINC and Lye Valley SSSI springs. This is because reduction in water (and pollution of water) entering the aquifer is threatening the survival of this nationally rare habitat.
3. **Heritage Statement.** Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. *For further guidance refer to Section 12 of the National Planning Policy Framework, Section 5.0 of the Oxford Local Plan, policy CS18 of the Core Strategy and policy WE10 of the West End Area Action Plan*

4. **Land Contamination Assessment.** Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floor space and sites on or adjoining public open space. *For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan*

5. **Photographs/photomontages.** Showing the whole of the building and its setting and/or the particular section of the building affected by the proposals

6. **Planning Statement.** A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

7. **Structural Survey.** Required where necessary due to substantial demolition or effect on trees

8. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s), indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan*

9. **Waste Management Details.** Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. *For further guidance refer to policy CS10 of the Core Strategy*
11 - LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSION OR DEMOLITION OF A LISTED BUILDING

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically:-

1. Completed Application Form

2. Design and Access Statement, if required.  
   For further guidance please refer to policy CS18 of the Core Strategy policies HP2 and HP9 of the Sites and Housing Plan and policy WE12 of the West End Area Action Plan

3. Location Plan at 1:1250 or 1:2500 scale showing:
   - North Point
   - Application site outlined in red and any other land in the applicants ownership outlined in blue

4. Block Plan at 1:100 or 1:200 scale showing:
   - North Point
   - The proposed development in relation to the site boundaries and other existing buildings on the site,
   Plus the following, unless these would NOT influence or be affected by the proposed development:
   - All the buildings, roads and footpaths on land adjoining the site including access arrangements
   - All public rights of way crossing or adjoining the site
   - The position of all trees on the site, and those on adjacent land
   - The extent and type of hard surfacing; and
   - Boundary treatment including walls or fencing where this is proposed

5. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

6. Notices – as required depending on ownership of site

The following information is not currently a national validation requirement but may be made so in the future. It will be required for all types of planning application that involve the construction of buildings or extensions:

- Information required to establish whether a development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable. This will include a specific CIL form to be submitted alongside the planning application.
Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. Other plans and drawings necessary to describe the basis of your planning application including:
   - Existing and proposed elevations
   - Existing and proposed floor plans
   - Existing and proposed site sections, finished floor and site levels
   - Roof plan
   - Schedule of existing and/or proposed doors; fireplaces; windows and other internal features (where they may be affected by the proposals). Details should include photographs and plans to a suitable scale and detail

All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

2. Archeological Evaluation. Required for development that involves below-ground impact within and outside the City Centre Area of Archaeological Interest. For further guidance refer to policy HE2 of the Oxford Local Plan and policy WE10 of the West End Area Action Plan

3. Biodiversity and Geodiversity Survey and Assessment. An ecological and geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where:
   - The site contains or is close to a known location for a species, habitat or geological exposure
   - There is a medium or high probability that a species, habitat or geological exposure will be present.

For information on species and habitats of concern in Oxford see: http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire

The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham
Ford SLINC and Lye Valley SSSI springs. This is because reduction in water (and pollution of water) entering the aquifer is threatening the survival of this nationally rare habitat.

4. **Heritage Statement.** Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. *For further guidance refer to Section 12 of the National Planning Policy Framework, Section 5.0 of the Oxford Local Plan, policy CS18 of the Core Strategy and policy WE10 of the West End Area Action Plan*

5. **Land Contamination Assessment.** Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floor space and sites on or adjoining public open space. *For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan*

6. **Photographs/photomontages.** Showing the whole of the building and its setting and/or the particular section of the building affected by the proposals

7. **Planning Statement.** A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

8. **Structural Survey.** Required where necessary due to substantial demolition or effect on trees

9. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s), indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan*

10. **Waste Management Details.** Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. *For further guidance refer to policy CS10 of the Core Strategy*
12 - APPLICATION FOR ADVERTISEMENT CONSENT

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically:

1. Completed Application Form

2. Location Plan at 1:1250 or 1:2500 scale showing:
   - North Point
   - Application site outlined in red and any other land in the applicants' ownership outlined in blue

3. Appropriate fee (unless exempt).

Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. Other plans and drawings necessary to describe the basis of your planning application including:
   - Existing and proposed elevations
   - Advertisement drawing(s) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]

   All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

2. Lighting Assessment. Required where a proposal includes external lighting. Refer to policies CP20 and RC14 of the Oxford Local Plan for local guidance

3. Photographs/Photomontages of the proposal, whatever the context
Information Occasionally Required for Validation

1. **Heritage Statement.** Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. For further guidance refer to Section 12 of the National Planning Policy Framework, Section 5.0 of the Oxford Local Plan, policy CS18 of the Core Strategy and policy WE10 of the West End Area Action Plan.

2. **Photographs/Photomontages** of the proposal, if it affects a Conservation Area, a Listed Building or other Heritage Asset.
LISTED BUILDING CONSENT FOR ALTERATION, EXTENSION OR DEMOLITION OF A LISTED BUILDING AND ADVERTISEMENT CONSENT

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically:-

1. Completed Application Form

2. Design and Access Statement, if required.  
   For further guidance please refer to policy CS18 of the Core Strategy policies HP2 and HP9 of the Sites and Housing Plan and policy WE12 of the West End Area Action Plan

3. Location Plan at 1:1250 or 1:2500 scale showing:
   - North Point
   - Application site outlined in red and any other land in the applicants ownership outlined in blue

4. Block Plan at 1:100 or 1:200 scale showing:
   - North Point
   - The proposed development in relation to the site boundaries and other existing buildings on the site,
   Plus the following, unless these would NOT influence or be affected by the proposed development:
     - All the buildings, roads and footpaths on land adjoining the site including access arrangements
     - All public rights of way crossing or adjoining the site
     - The position of all trees on the site, and those on adjacent land
     - The extent and type of hard surfacing; and
     - Boundary treatment including walls or fencing where this is proposed

5. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

6. Notices – as required depending on ownership of site

7. Appropriate fee (unless exempt).

The following information is not currently a national validation requirement but may be made so in the future. It will be required for all types of planning application that involve the construction of buildings or extensions:

- Information required to establish whether a development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable. This will include a specific CIL form to be submitted alongside the planning application.
Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. **Other plans and drawings** necessary to describe the basis of your planning application including:

- Existing and proposed elevations
- Existing and proposed floor plans
- Existing and proposed site sections, finished floor and site levels
- Roof plan
- Schedule of existing and/or proposed doors; fireplaces; windows and other internal features (where they may be affected by the proposals). Details should include photographs and plans to a suitable scale and detail
- Advertisement drawing(s) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]

2. **Biodiversity and Geodiversity Survey and Assessment.** An ecological and geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where:

- The site contains or is close to a known location for a species, habitat or geological exposure
- There is a medium or high probability that a species, habitat or geological exposure will be present.


For information on species and habitats of concern in Oxford see: http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire

The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham Ford SLINC and Lye Valley SSSI springs. This is because reduction in water (and pollution of water) entering the aquifer is threatening the survival of this nationally rare habitat.
3. **Heritage Statement.** Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. *For further guidance refer to Section 12 of the National Planning Policy Framework, Section 5.0 of the Oxford Local Plan, policy CS18 of the Core Strategy and policy WE10 of the West End Area Action Plan.*

4. **Land Contamination Assessment.** Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floor space and sites on or adjoining public open space. *For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan.*

5. **Lighting Assessment.** Required where a proposal includes external lighting. *For further guidance refer to policies CP20 and RC14 of the Oxford Local Plan.*

6. **Photographs/photomontages.** Showing the whole of the building and its setting and/or the particular section of the building affected by the proposals.

7. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s), indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan.*

8. **Waste Management Details.** Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. *For further guidance refer to policy CS10 of the Core Strategy.*

**Information Occasionally Required for Validation**

1. **Archeological Evaluation.** Required for development that involves below-ground impact within and outside the City Centre Area of Archaeological Interest. *For further guidance refer to policy HE2 of the Oxford Local Plan and policy WE10 of the West End Area Action Plan.*

2. **Structural Survey.** Required where necessary due to substantial demolition or effect on trees.
14 - APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR AN EXISTING USE OR OPERATION OR ACTIVITY INCLUDING THOSE IN BREACH OF A PLANNING CONDITION

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically:

1. Completed Application Form

2. Location Plan at 1:1250 or 1:2500 scale showing:
   - North Point
   - Application site outlined in red and any other land in the applicants ownership outlined in blue

3. Appropriate fee (unless exempt).

4. Such evidence verifying the information included in the application as can be provided

5. Such other information as is considered to be relevant to the application

Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. Supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use)

2. Plans as necessary and appropriate:
   - Existing elevations (if operational works)
   - Existing floor plans (if use or activity)
   - Existing site survey plan

All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

Information Occasional Required for Validation

1. Photographs/photomontages
15 - APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR DEVELOPMENT

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically:

1. Completed Application Form
2. Location Plan at 1:1250 or 1:2500 scale showing:
   - North Point
   - Application site outlined in red and any other land in the applicants ownership outlined in blue
3. Appropriate fee (unless exempt).
4. Such information as is considered to be relevant to the application

Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. Plans as necessary and appropriate:
   - Existing and proposed elevations
   - Existing and proposed floor plans
   - Existing and proposed site sections, finished floor and site levels
   - Roof plan

All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

Information Occasional Required for Validation

1. Photographs/photomontages
16 - APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – PROPOSED BUILDING

National List of Minimum Requirements Necessary for Validation

1. A completed form or written description of the proposed development and the materials to be used
2. A plan indicating the site
3. Appropriate fee

Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Occasionally Required for Validation

1. Landscaping Details. These should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan

2. Photographs/photomontages

3. Plans as necessary and appropriate:
   - Existing and proposed elevations
   - Existing and proposed floor plans
   - Existing and proposed site sections, finished floor and site levels
   - Roof plan

All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

4. Planning Statement. A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.
17 – APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – PROPOSED ROAD

National List of Requirements Necessary for Validation

1. A completed form or written description of the proposed development and the materials to be used
2. A plan indicating the site
3. Appropriate fee

Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Occasionally Required for Validation

1. Landscaping Details. These should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan

2. Planning Statement. A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.
18 – APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – PROPOSED EXCAVATION/DEPOSIT OF WASTE MATERIAL FROM THE FARM

National List of Minimum Requirements Necessary for Validation

1. A completed form or written description of the proposed development and the materials to be used
2. A plan indicating the site
3. Appropriate fee

Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Occasionally Required for Validation

1. Landscaping Details. These should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan

2. Planning Statement. A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.
National List of Minimum Requirements Necessary for Validation

1. A completed form or written description of the proposed development and the materials to be used
2. A plan indicating the site
3. Appropriate fee

Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Occasionally Required for Validation

1. Planning Statement. A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.
National List of Minimum Requirements Necessary for Validation

1. A completed form or written description of the proposed development
2. A plan indicating the proposed location
3. Appropriate fee
4. Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995
5. Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. Archeological Evaluation. Required for development that involves below-ground impact within and outside the City Centre Area of Archaeological Interest. For further guidance refer to policy HE2 of the Oxford Local Plan and policy WE10 of the West End Area Action Plan
2. Acoustic report where relevant
3. Any other relevant additional information
4. Area of search
5. Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area
6. **Explanation** if no alternatives considered

7. **Health and Radiation Impact Analysis.** Developers can reduce concerns over the health impact of telecommunications development by submitting information on this matter alongside proposals for new equipment. This should be in the form of a Health and Radiation Impact Analysis (HRIA) which provides details on the expected microwave and other radiation from the proposed equipment and how this relates to the EU ICNIRP guidelines. *For further guidance refer to policy CP24 of the Oxford Local Plan and the Telecommunications SPD*

8. **Map** showing the relationship of the application site to schools and other telecommunication equipment in the vicinity

9. **Planning Statement.** A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

10. **Signed declaration** that the equipment and installation fully complies with the ICNIRP requirements

11. **Statement of Community Involvement**

12. **Supplementary Information Template.** As set out in Annex F of the Code of Best Practice on Mobile Phone Network Development

13. **Technical Information** including the frequency, modulation characteristics, power output and the height of the proposed antenna

14. **Technical Justification.** Details about the purpose of the site and why the particular development is required

15. **Visual Impact Assessment.** With photographs and photomontages, to include affected views along identified view cones
21 - APPLICATION FOR HEDGEROW REMOVAL NOTICE

National List of Minimum Requirements Necessary for Validation

1. A completed form or the form set out in Schedule 4 to the Hedgerow Regulations 1997

2. A plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove)

3. Evidence of the date of planting

Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Occasionally Required for Validation

1. Arboricultural implications

2. Biodiversity and Geodiversity Survey and Assessment. An ecological and geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where:
   - The site contains or is close to a known location for a species, habitat or geological exposure
   - There is a medium or high probability that a species, habitat or geological exposure will be present.

And for information on species and habitats of concern in Oxford see: http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire

The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.
3. **Landscaping Details.** These should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. *For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan*

4. **Planning Statement.** A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.
22 - APPLICATION FOR PRIOR NOTIFICATION – PROPOSED DEMOLITION

National List of Minimum Requirements Necessary for Validation

1. A completed form or written description of the proposed development
2. A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995
3. The appropriate fee

Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Occasionally Required for Validation

1. Biodiversity and Geodiversity Survey and Assessment. An ecological and geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where:
   - The site contains or is close to a known location for a species, habitat or geological exposure
   - There is a medium or high probability that a species, habitat or geological exposure will be present.

For information on species and habitats of concern in Oxford see: http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire

The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

2. Landscaping Details. These should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan
3. **Photographs/photomontages.** Showing the whole of the building and its setting and/or the particular section of the building affected by the proposals.

4. **Planning Statement.** A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

5. **Structural Survey.** Required where necessary due to substantial demolition or effect on trees.

6. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s), indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan.*
23 - APPLICATION FOR APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE APPROVAL

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically. For major applications submitted electronically, three paper copies will also be required:

1. Completed Application Form

2. Design and Access Statement, if required.
   
   For further guidance please refer to policy CS18 of the Core Strategy policies HP2 and HP9 of the Sites and Housing Plan and policy WE12 of the West End Area Action Plan

3. Location Plan at 1:1250 or 1:2500 scale showing:
   - North Point
   - Application site outlined in red and any other land in the applicants ownership outlined in blue

4. Block Plan at 1:100 or 1:200 scale showing:
   - North Point
   - The proposed development in relation to the site boundaries and other existing buildings on the site,
   
   Plus the following, unless these would NOT influence or be affected by the proposed development:
   - All the buildings, roads and footpaths on land adjoining the site including access arrangements
   - All public rights of way crossing or adjoining the site
   - The position of all trees on the site, and those on adjacent land
   - The extent and type of hard surfacing; and
   - Boundary treatment including walls or fencing where this is proposed

5. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

6. Notices – as required depending on ownership of site

7. Appropriate fee (unless exempt).

The following information is not currently a national validation requirement but may be made so in the future. It will be required for all types of planning application that involve the construction of buildings or extensions:

- Information required to establish whether a development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable. This will include a specific CIL form to be submitted alongside the planning application.
Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. **Other plans and drawings** necessary to describe the basis of your planning application including:
   - Existing and proposed elevations
   - Existing and proposed floor plans
   - Existing and proposed site sections, finished floor and site levels
   - Roof plan

All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

2. **Affordable Housing Statement.** This will be required for:
   - Residential developments on sites with capacity of 10 or more dwellings, or which have an area of 0.25 hectares or greater. *For further guidance refer to policy HP3 of the Sites and Housing Plan and policy CS24 of the Core Strategy;*
   - Residential developments on sites with capacity for 4 to 9 dwellings. *For further guidance refer to policy HP4 of the Sites and Housing Plan and policy CS24 of the Core Strategy;*
   - Student accommodation that includes 20 or more bedrooms. *For further guidance refer to policy HP6 of the Sites and Housing Plan and policy CS24 of the Core Strategy.*

*Refer also to the Affordable Housing and Planning Obligations SPD*

3. **Biodiversity and Geodiversity Survey and Assessment.** An ecological and geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where:
   - The site contains or is close to a known location for a species, habitat or geological exposure
   - There is a medium or high probability that a species, habitat or geological exposure will be present.


For information on species and habitats of concern in Oxford see: [http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire](http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire)
The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham Ford SLINC and Lye Valley SSSI springs. This is because reduction in water (and pollution of water) entering the aquifer is threatening the survival of this nationally rare habitat.

4. **Daylight/Sunlight Assessment.** Required in circumstances where there is a potential adverse impact upon the current levels of sunlight or daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space. *For further guidance refer to policy HP14 (Appendix 7) of the Sites and Housing Plan*

5. **Energy Statement.** Required for all development proposals to show how energy efficiencies have been incorporated into the development. *For further guidance refer to policy HP11 of the Sites and Housing Plan*

6. **Flood Risk Assessment.** Required where development on sites of 1ha or more within Flood Zone 1 or for all proposals within Flood Zones 2 and 3. *For further guidance refer to policy CS11 of the Core Strategy, policy BA15 of the Barton Area Action Plan and policy WE14 of the West End Area Action Plan*

7. **Heritage Statement.** Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. *For further guidance refer to Section 12 of the National Planning Policy Framework, Section 5.0 of the Oxford Local Plan, policy CS18 of the Core Strategy and policy WE10 of the West End Area Action Plan*

8. **Land Contamination Assessment.** Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floor space and sites on or adjoining public open space. *For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan*

9. **Landscaping Details.** These should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. *For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan*
10. **Natural Resources Impact Analysis (NRIA).** Required for major developments of 10 or more dwellings; 20 or more student rooms (or 500 m$^2$ or more of student accommodation even when there are less than 20 rooms); or 2,000 m$^2$ or more of non-residential floor space. *For further guidance refer to policy CS9 of the Core Strategy, policies CP18 and NE14 of the Oxford Local Plan, policy HP11 of the Sites and Housing Plan, policy BA12 of the Barton Area Action Plan, and policy WE12 of the West End Area Action Plan*

11. **Noise Impact Assessment.** Required where developments are close to existing sources of noise or the proposal will generate significant noise levels. *For further guidance refer to policy CP21 of the Oxford Local Plan*

12. **Parking Information.** Details of existing and proposed parking for motor vehicles and bicycles will be required in relevant cases or where existing parking would be lost or altered. *For further guidance refer to policies TR3 and TR4 of the Oxford Local Plan and policies HP16 and HP15 of the Sites and Housing Plan and the Parking Standards, Transport Assessments and Travel Plans SPD*

13. **Planning Obligations.** Information will be required in support of all applications which generate requirements for planning obligations in accordance with policy CS17 of the Core Strategy and policy BA14 of the Barton Area Action Plan. *Refer also to the Affordable Housing and Planning Obligations SPD*

14. **Statement of Community Involvement.** Required for all major applications.

15. **Transport Assessment.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR1 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD*

16. **Travel Plan.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR2 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD*

17. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s), indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan*

18. **Viability Assessment.** Required where an applicant wishes to demonstrate that a site is not economically viable at the level of affordable housing required by planning policies. You will be expected to provide, where necessary, information from a professionally qualified source and to demonstrate that the Viability Assessment is based on reasonable and realistic assumptions. *For further guidance refer to policies CS24, CS28 and CS31 of the Core Strategy, HP3, HP4 and HP6 of the Sites and Housing Plan, policy WE16 of the West End Area Action Plan and policies RC8, RC9, RC18 and TA4 of the Oxford Local Plan*
19. **Waste Management Details.** Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. *For further guidance refer to policy CS10 of the Core Strategy*

20. **CD-ROM.** For major application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format if possible e.g. CD-ROM or DVD

**Information Occasionally Required for Validation**

1. **Air Quality Statement.** We would only seek an Air Quality Statement for developments that would generate a substantial increase in vehicular movements whether by private car, public transport and/or HGV movements. *For further guidance refer to policy CP23 of the Oxford Local Plan*

2. **Economic Statement.** Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal. *For further guidance refer to Section 8.0 of the Oxford Local Plan*

3. **Environmental Impact Assessment (EIA).** Required to accompany a planning application for certain types of development under the terms of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011. An EIA will always be required for all developments described in Schedule I of the Regulations, and may be required for those described in Schedule 2 if they:
   - Constitute a major development of more than local significance; or
   - Adversely affect an environmentally sensitive location (such as a Site of Special Scientific Interest, National Park, Area of Outstanding Natural Beauty, World Heritage Site or Scheduled Monument); or
   - Would be of a complex or hazardous nature.

   *If an application is accompanied by an EIA we reserve the right to ask for additional hard copies of the application documents.*

4. **Lighting Assessment.** Required where a proposal includes external lighting. *For further guidance refer to policies CP20 and RC14 of the Oxford Local Plan*

5. **Open Space Assessment.** Required for development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. *For further guidance refer to policies SR2 and SR5 of the Oxford Local Plan, policy BA4 of the Barton Area Action Plan and policy CS21 of the Core Strategy*
6. **Photographs/Photomontages.** These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting view cones, a conservation area or a listed building.

7. **Structural Survey.** Required where necessary due to substantial demolition or effect on trees.

8. **Water and Sewerage Infrastructure.** Developers will be required to demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to problems for existing users. *For further guidance refer to policy CS17 of the Core Strategy and policy NE14 of the Oxford Local Plan.*
24 - APPLICATION FOR REMOVAL OR VARIATION OF A CONDITION FOLLOWING GRANT OF PLANNING PERMISSION (SECTION 73 OF THE TOWN AND COUNTRY PLANNING ACT 1990)

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically. For major applications submitted electronically, three paper copies will also be required:

1. Completed Application Form

2. Design and Access Statement, if required.  
   For further guidance please refer to policy CS18 of the Core Strategy policies HP2 and HP9 of the Sites and Housing Plan and policy WE12 of the West End Area Action Plan

3. Block Plan at 1:100 or 1:200 scale showing:
   - North Point
   - The proposed development in relation to the site boundaries and other existing buildings on the site,
   Plus the following, unless these would NOT influence or be affected by the proposed development:
   - All the buildings, roads and footpaths on land adjoining the site including access arrangements
   - All public rights of way crossing or adjoining the site
   - The position of all trees on the site, and those on adjacent land
   - The extent and type of hard surfacing; and
   - Boundary treatment including walls or fencing where this is proposed

4. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration

5. Notices – as required depending on ownership of site

6. Appropriate fee (unless exempt).

The following information is not currently a national validation requirement but may be made so in the future. It will be required for all types of planning application that involve the construction of buildings or extensions:

- Information required to establish whether a development may be liable to pay the Community Infrastructure Levy (CIL), and to calculate the CIL charge if the development is liable. This will include a specific CIL form to be submitted alongside the planning application.
Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. **Other plans and drawings** necessary to describe the basis of your planning application including:
   - Existing and proposed elevations
   - Existing and proposed floor plans
   - Existing and proposed site sections, finished floor and site levels
   - Roof plan

   All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

2. **Affordable Housing Statement.** This will be required for:
   - Residential developments on sites with capacity of 10 or more dwellings, or which have an area of 0.25 hectares or greater. *For further guidance refer to policy HP3 of the Sites and Housing Plan and policy CS24 of the Core Strategy;*
   - Residential developments on sites with capacity for 4 to 9 dwellings. *For further guidance refer to policy HP4 of the Sites and Housing Plan and policy CS24 of the Core Strategy;*
   - Student accommodation that includes 20 or more bedrooms. *For further guidance refer to policy HP6 of the Sites and Housing Plan and policy CS24 of the Core Strategy.*

   Refer also to the Affordable Housing and Planning Obligations SPD

3. **Biodiversity and Geodiversity Survey and Assessment.** An ecological and geodiversity survey and assessment may be required, covering impacts on protected, conservation priority or locally important species and habitats (and geological exposure of conservation interest). For example where:
   - The site contains or is close to a known location for a species, habitat or geological exposure
   - There is a medium or high probability that a species, habitat or geological exposure will be present.


   For information on species and habitats of concern in Oxford see: [http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire](http://www.oxfordshire.gov.uk/cms/content/biodiversity-oxfordshire)
The assessment needs to identify the features of conservation interest, the potential impact of the development, measures to avoid, mitigate or compensate those impacts, and a statement of the residual impact.

An infiltration drainage and pollution control scheme for roof and hard surfacing run-off is required where the development is in the catchment area of the Milham Ford SLINC and Lye Valley SSSI springs. This is because reduction in water (and pollution of water) entering the aquifer is threatening the survival of this nationally rare habitat.

4. **Daylight/Sunlight Assessment.** Required in circumstances where there is a potential adverse impact upon the current levels of sunlight or daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space. *For further guidance refer to policy HP14 (Appendix 7) of the Sites and Housing Plan*

5. **Energy Statement.** Required for all development proposals to show how energy efficiencies have been incorporated into the development. *For further guidance refer to policy HP11 of the Sites and Housing Plan*

6. **Flood Risk Assessment.** Required where development on sites of 1ha or more within Flood Zone 1 or for all proposals within Flood Zones 2 and 3. *For further guidance refer to policy CS11 of the Core Strategy, policy BA15 of the Barton Area Action Plan and policy WE14 of the West End Area Action Plan*

7. **Heritage Statement.** Required where there are archaeological, historical, Conservation Area, Listed Building, Scheduled Ancient Monuments and/or other heritage asset issues. The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. *For further guidance refer to National Planning Policy Framework and Section 5.0 of the Oxford Local Plan, policy CS18 of the Core Strategy and policy WE10 of the West End Area Action Plan*

8. **Land Contamination Assessment.** Required for known or suspected contaminated sites, sites previously used for industrial purposes or near a water course, developments of 10 or more residential units, or of 1000sqm of non-residential floor space and sites on or adjoining public open space. *For further guidance refer to policy CP22 of the Oxford Local Plan and policy BA18 of the Barton Area Action Plan*

9. **Landscaping Details.** These should refer to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. This should also include proposal for long term maintenance and landscape management. *For further guidance refer to policy CP11 of the Oxford Local Plan and policy HP9 of the Sites and Housing Plan*
10. **Natural Resources Impact Analysis (NRIA).** Required for major developments of 10 or more dwellings; 20 or more student rooms (or 500 m\(^2\) or more of student accommodation even when there are less than 20 rooms); or 2,000 m\(^2\) or more of non-residential floor space. *For further guidance refer to policy CS9 of the Core Strategy, policies CP18 and NE14 of the Oxford Local Plan, policy HP11 of the Sites and Housing Plan, policy BA12 of the Barton Area Action Plan, and policy WE12 of the West End Area Action Plan*.

11. **Noise Impact Assessment.** Required where developments are close to existing sources of noise or the proposal will generate significant noise levels. *For further guidance refer to policy CP21 of the Oxford Local Plan*.

12. **Parking Information.** Details of existing and proposed parking for motor vehicles and bicycles will be required in relevant cases or where existing parking would be lost or altered. *For further guidance refer to policies TR3 and TR4 of the Oxford Local Plan and policies HP16 and HP15 of the Sites and Housing Plan and the Parking Standards, Transport Assessments and Travel Plans SPD*.

13. **Planning Obligations.** Information will be required in support of all applications which generate requirements for planning obligations in accordance with policy CS17 of the Core Strategy and policy BA14 of the Barton Area Action Plan. *Refer also to the Affordable Housing and Planning Obligations SPD*.

14. **Statement of Community Involvement.** Required for all major applications.

15. **Transport Assessment.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR1 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD*.

16. **Travel Plan.** Required for planning applications which are likely to have significant transport implications. *For further guidance refer to policy TR2 of the Oxford Local Plan, policy CS13 of the Core Strategy, policy BA5 of the Barton Area Action Plan and the Parking Standards, Transport Assessments and Travel Plans SPD*.

17. **Tree Survey.** Required for any proposals involving development within two metres of the canopy spread of any tree(s), indicating the position and spread of the tree(s) on the application drawings. *For further guidance refer to policies NE15 and NE16 of the Oxford Local Plan*.

18. **Viability Assessment.** Required where an applicant wishes to demonstrate that a site is not economically viable at the level of affordable housing required by planning policies. You will be expected to provide, where necessary, information from a professionally qualified source and to demonstrate that the Viability Assessment is based on reasonable and realistic assumptions. *For further guidance refer to policies CS24, CS28 and CS31 of the Core Strategy, HP3, HP4 and HP6 of the Sites and Housing Plan, policy WE16 of the West End Area Action Plan and policies RC8, RC9, RC18 and TA4 of the Oxford Local Plan*.
19. Waste Management Details. Required to identify the volume and type of material to be removed and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. For further guidance refer to policy CS10 of the Core Strategy

20. CD-ROM. For major application proposals where submission is by way of hard copies, applicants are requested that all details accompanying the planning application should also be submitted by way of at least one electronic format if possible e.g. CD-ROM or DVD

Information Occasionally Required for Validation

1. Air Quality Statement. We would only seek an Air Quality Statement for developments that would generate a substantial increase in vehicular movements whether by private car, public transport and/or HGV movements. For further guidance refer to policy CP23 of the Oxford Local Plan

2. Economic Statement. Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal. For further guidance refer to Section 8.0 of the Oxford Local Plan

3. Environmental Impact Assessment (EIA). Required to accompany a planning application for certain types of development under the terms of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011. An EIA will always be required for all developments described in Schedule I of the Regulations, and may be required for those described in Schedule 2 if they:
   - Constitute a major development of more than local significance; or
   - Adversely affect an environmentally sensitive location (such as a Site of Special Scientific Interest, National Park, Area of Outstanding Natural Beauty, World Heritage Site or Scheduled Monument); or
   - Would be of a complex or hazardous nature.

   If an application is accompanied by an EIA we reserve the right to ask for additional hard copies of the application documents.

4. Lighting Assessment. Required where a proposal includes external lighting. For further guidance refer to policies CP20 and RC14 of the Oxford Local Plan

5. Open Space Assessment. Required for development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. For further guidance refer to policies SR2 and SR5 of the Oxford Local Plan, policy BA4 of the Barton Area Action Plan and policy CS21 of the Core Strategy
6. **Photographs/Photomontages.** These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting view cones, a conservation area or a listed building.

7. **Structural Survey.** Required where necessary due to substantial demolition or effect on trees

8. **Water and Sewerage Infrastructure.** Developers will be required to demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to problems for existing users. *For further guidance refer to policy CS17 of the Core Strategy and policy NE14 of the Oxford Local Plan*
25 - APPLICATION FOR APPROVAL OF DETAILS RESERVED BY CONDITION

National List of Minimum Requirements Necessary for Validation

1. A completed form or written description of the proposed development
2. A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
3. A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically)
4. Appropriate fee

Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. All information necessary to enable assessment and determination of the case
APPLICATION FOR TREE WORKS: WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO) OR NOTIFICATION OF PROPOSED WORKS TO TREES IN CONSERVATION AREAS (CA)

National List of Minimum Requirements Necessary for Validation

Applications for Works to Trees with a TPO

1. Completed combined TPO/Conservation Area Trees Application Form
2. Sketch plan showing the location of all tree(s);
3. A full and clear specification of the works to be carried out;
4. Statement of reasons for the proposed work; and
5. Evidence in support of statement of reason, where required by the standard application form.

If you have ticked 'yes' to either of the questions in Section 8 you will also need to provide:

1. Report by a tree professional (e.g. arboriculturalist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s)
2. Report by an engineer or surveyor, together with one from a tree professional (arboriculturalist) if you are alleging subsidence damage.

Application for Works to Trees in Conservation Areas

For works to trees in Conservation Areas, the six weeks written notification does not have to follow any particular form; however, it must include sufficient particulars to identify the trees and the nature and extent of the work proposed. You may, therefore, wish to provide the following:

1. Completed and dated combined TPO/Conservation Area Trees Application Form, with all questions answered;
2. Sketch plan showing the precise location of all tree(s); and
3. A full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a Conservation Area, please indicate whether you are submitting any of the following types of additional information:

- Photographs.
- Report by a tree professional (arboriculturalist) or other.
27 - APPLICATION FOR A NEW PLANNING PERMISSION TO REPLACE AN EXTANT PLANNING PERMISSION, IN ORDER TO EXTEND THE TIME LIMIT FOR IMPLEMENTATION

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically. For major applications submitted electronically, three paper copies will also be required:

1. Completed Application Form
2. Completed Ownership Certificate A, B, C or D including Agricultural Land Declaration
3. Notices – as required depending on ownership of site
4. Appropriate fee

For applications to replace Listed Building Consent or Conservation Area Consent please also include the following:

1. A plan which identifies the land to which the application relates and drawn to an identified scale and showing the direction of North
2. Other plans and drawings or information necessary to describe the subject of the application
28 - APPLICATION FOR A NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION

National List of Minimum Requirements Necessary for Validation

Three copies of the following documents will always be required unless the application is submitted electronically. For major applications submitted electronically, three paper copies will also be required:

1. Completed application form
2. Other plans and drawings necessary to describe the subject of the application
3. Appropriate fee

Local List of Requirements Necessary for Validation

IMPORTANT: Further to the above, more information may be required in order to validate your application depending on the issues raised. You will need to read through the following lists to identify the issues that are relevant to your proposal. If we identify issues that have not been addressed with relevant information, then it may not be possible to validate your application.

Information Often Required for Validation

1. All information necessary to enable assessment and determination of the case