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V001 VALIDATION REQUIREMENTS:

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

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'local list' requirements a written justification must be produced giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Further guidance on the validation requirements is available on the Council's website.

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| Site address | | |
| NATIONAL REQUIREMENTS | | TICK IF PROVIDED |
| 1. FORMS | | |
| | Correct National Standard Application form fully completed | |
| | All signed and dated | |
| | All relevant questions answered correctly | |
| 2. PLANS | ORIGINAL OF ALL PLANS AND DRAWINGS NECESSARY TO DESCRIBE THE SUBJECT OF THE APPLICATION | |
| Location Plan at scale of 1:1250 or 1:2500 (other than in exceptional circumstances where plans of other scales may be required) to show : | The direction of North | |
| | Application site edged red/other land owned by the applicant edged blue | |
| | Wherever possible, at least 2 named roads and surrounding buildings, either named or numbered | |
| Site plan at a scale of 1:500 or 1:200 to show: | The direction of North | |
| | The proposed development in relation to site boundaries and existing buildings on the site with written dimensions, including those to boundaries | |
| | All 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 which could be affected by the development | |
| | The extent and type of any hardsurfacing | |
| | Boundary treatment where proposed | |
| Block Plan of the site at a scale of 1:100 or 1:200 to show: | Any site boundaries | |
| | The position of any building or structure on the other side of such boundaries | |
| | The type and height of boundary treatment | |
| Existing and Proposed elevations at a scale of 1:50 or 1:100 to show: | The works in relation to what is already there | |
| | All sides of the proposal (blank elevations should also be included) | |
| | Where possible, the proposed building materials and the style, materials and finish of the windows and doors | |
| | Where a proposed elevation adjoins another building or is in close proximity, the relationship between the buildings, and detail the position of the openings on each property | |
| Existing and Proposed floor plans at a scale of 1:50 or 1:100 to show: | Where existing walls and buildings are to be demolished these should be clearly shown | |
| | Details of the existing building(s) as well as the proposed development | |

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| | New buildings in context with adjacent buildings | |
| Existing and Proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100 | A cross section(s) through the proposed building(s) | |
| | Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves, and how encroachment on to adjoining land is to be avoided | |
| | For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development | |
| | In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the development would be modified | |
| Roof plans | Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material, vents and their location | |
| 3. OWNERSHIP CERTIFICATE & AGRICULTURAL LAND DECLARATION | | |
| 4. FEE | Appropriate fee | |
| LOCAL REQUIREMENTS | | |
| May include some or all of the items listed depending upon the scale and nature of your proposal. You are advised to look at the further guidance provided in the 'List of Local Validation Requirements' and contact the Planning Authority to determine which of the following are required for validation purposes. | Biodiversity survey and report | |
| | Flood Risk Assessment | |
| | Heritage Asset Statement | |
| | Parking Provision Details | |
| | Photographs and Photomontages | |
| | Tree Survey/Arboricultural implications | |

Notes/explanation : (Please add any further comments to support the above submissions)