

Validation Checklist: C1 - Full Planning Application

3 copies of all documents, plus the originals, must be supplied unless the application is submitted electronically.

There is a separate checklist for Householder Applications.

Your application must include the following:

Site Address

Please include the Site Address.

National Requirements:

- The completed planning application forms, signed and dated: C1/1
- The Article 7 Certificate (Agricultural Holdings), signed and dated: C1/2
- The completed signed and dated Ownership Certificate (A, B, C or D): C1/3
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The application site should be edged clearly with a red line and a blue line should be drawn around any other land owned by the applicant: C1/4
- The correct fee: C1/5
- Design and access statement, including crime prevention measures. Except change of use only: C1/6

If you are undertaking building works the following additional plans must be submitted:

- The existing and proposed elevations to a scale 1:20, 1:50 or 1:100*: C1/7
- Existing and proposed site sections and finished floor levels at a scale of 1:50 or 1:100: C1/8
- Existing and proposed floor plans at a scale of 1:20, 1:50 or 1:100*: C1/9
- A block plan of the site at a scale of 1:200 or 1:500 showing all site boundaries: C1/10
- Existing and proposed roof plans at scale 1:50 or 1:100 are required for all development involving changes to a roof: C1/11

*Please note that applications for development relating to Listed Buildings or new development within Conservation Areas must be accompanied by elevations and floor plans at 1:20 or 1:50 scale.

Local Requirements

- All drawings must be numbered and dated, and with the scale and paper size stated. All electronic drawings should be in .pdf format: C1/12
- The block plan must indicate all existing and proposed site features and structures, public rights of way and minimum dimensions between the proposal and each site boundary must be provided: C1/13
- Where new or replacement windows, doors or other external features are proposed, photographs as existing, cross-referenced to elevation drawings of the new feature at 1:10 scale plus cross sections at a scale of not less than 1:2 are required: C1/14
- A list of all documents submitted: C1/15

In addition to the information above that must be submitted with your application, the following information will usually be required (except change of use only):

- Initial ecology assessment by an ecologist, based on site visit (needed in all non-householder cases where there is a new developable footprint): C1/16
- Waste Minimisation Statement (needed in all cases where building works, internal or external, are proposed) or Waste Management Plan (required on larger developments e.g. 5 residential units or more): C1/17

The following might be required (3 copies, plus the originals, if not submitted electronically):

- Environmental Impact Assessment (this is governed by the EIA Regulations 1999): C1/18
- Supporting Planning Statement: C1/19
- Affordable Housing Statement - where policy H6 of the Hastings Local Plan 2004 applies: C1/20
- Transport Assessment (for most 'major' developments): C1/21
- Sustainability Appraisal - to be submitted in major schemes as part of the Design and Access Statement: C1/22
- Draft Travel Plan: C1/23
- Retail Impact Assessment - for retail and leisure developments over 2,500 square metres gross floorspace: C1/24
- Economic Viability report - where loss of employment facilities or hotel/guest house proposed: C1/25
- Regeneration statement including details of new jobs created, floorspace totals for each use, community benefits and reference to supporting regeneration strategies: C1/26
- Pre-application public consultation summary and statement of community involvement setting out how the application has complied with the adopted Statement of Community Involvement (for all 'major' applications): C1/27

- Planning Obligation(s) / Draft Heads of Terms (generally for major developments): C1/28
- Flood Risk Assessment (needed in medium and high flood risk areas, sites within 20m of the top of the bank of a main river, plus all sites over 1 hectare in size): C1/29
- Utilities Statement: C1/30
- Tree Survey to BS5837*: C1/31
- Arboricultural Report in accordance with BS5837:2005 'Trees in relation to construction': C1/32
- Full ecology report including mitigation measures and/or restoration scheme if required as a result of initial assessment. This will be required where major development is proposed, or where the initial assessment highlights the need for further information, or where there is a history of protected species within the site, or where the site is designated due to its ecology value: C1/33
- Landscaping Scheme and full planting specification: C1/34
- Land Contamination Assessment (particularly redevelopment of brownfield sites or where contamination is possible): C1/35
- Air Quality Assessment: C1/36
- Noise Impact Assessment: C1/37
- Sound Insulation Assessment: C1/38
- Sunlight/Daylighting Assessment - required for all major schemes adjoining other residential properties/sites and in other cases where there is likely to be an impact: C1/39
- Historic Asset Statement - required for any development that will materially affect the character or setting of an historic asset: C1/40
- Archaeological desk based assessment including mitigation measures and/or restoration scheme (required for 'major' developments in archaeologically sensitive areas or where there is a record of archaeological remains on site or in the immediate vicinity): C1/41
- Structural Survey - needed for conversions or where demolition is proposed in a Conservation Area or in respect of a Listed Building: C1/42
- Engineering details of retaining walls: C1/43
- Soils report and land stability statement (required on sloping sites): C1/44
- Ventilation / extraction details - including details of position and appearance on plans and elevations (required for A3 and A5 uses): C1/45
- Refuse storage details and collection arrangements (essential where a new dwelling unit is created): C1/46
- Lighting Assessment / Details of Lighting: C1/47
- Streetscene elevations showing development in relation to adjoining buildings and boundary features (required for most infill developments and all cases in Conservation Areas and development affecting the setting of a Listed Building): C1/48

*(where there are trees / hedgerows on site)