



REDCAR AND CLEVELAND BOROUGH COUNCIL

VALIDATION CHECKLIST: PLANNING APPLICATION

National Requirements

*Please note: whilst the 1APP form states 3 copies of the form and plans are required, Redcar and Cleveland Borough Council are requesting **just one copy** of each document.*

Application form completed and signed

Completion of the relevant ownership certificate / Agricultural Land Declaration

The appropriate planning fee (see separate fee sheet)

Location plan

All applications must include a location plan based on an up-to-date map at an identified standard metric scale of 1:1250 or 1:2500 and wherever possible, the plan should be scaled to fit onto A4 or A3 size paper. Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly and accurately with a red line which should include all land necessary to carry out the proposed development (including land required for access to the site from a public highway, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Site plan

The site plan (sometimes known as a block plan) will show the proposed development in detail in relation to the property boundary.

It must be drawn to an identified scale (typically 1:200 or 1:500), include the direction of North and should show the existing building including any proposed extension in relation to the property boundary; and show the position of any other buildings within the property boundary.

Existing and proposed elevations

Plans should be drawn accurately to a metric scale of 1:50 or 1:100 and show clearly the proposed work in relation to the existing building. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is the case.

Existing and proposed floor plans

Plans should be drawn accurately to a metric scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown.

Existing and proposed site sections and finished floor and site levels

Plans should be drawn at a metric scale of 1:50 or 1:100 and should show a cross section through the proposed building(s). In all cases, where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development.

Roof plans

A roof plan is used to show the shape of the roof. This plan should be at a metric scale of 1:100 or 1:200. Details such as roofing materials, vents and their location are typically specified on this plan.

Design and Access Statement

A Design and Access Statement is required where the proposed development falls within one of the following categories:

- Major applications (10 dwellings or more; more than 1000 sq meters additional floor space)
- One or more dwellings within designated area
- Building(s) over 100 sq metres within designated area
- Listed Building Consent

A Design and Access Statement is a concise report accompanying certain applications for planning permission. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but need not be long.

Where a planning application is submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements of both applications.

Where the application is for listed building consent, the statement should explain the design principles and concepts that have been applied to the proposed works and how they have taken account of

- a) the historic and special architectural importance of the building
- b) the particular physical features of the building that justify its designation as a listed building; and
- c) the building's setting.

Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account.

Local Requirements

Please ensure you also check the Redcar and Cleveland local list for additional information that may be required with your application.

The local list can be found on the Redcar and Cleveland website; in the section: Planning Permission/Making an Application; or on the following link:

<http://www.redcar-cleveland.gov.uk/MakingAnApplication>