

Householder Planning Application Validation Guide

(see separate guide for all other types of planning application)

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GENERAL INFORMATION

This validation guide sets out the information required to validate a householder planning application. It includes both national and local validation requirements.

Date	Version update notes
Sept 2020	Draft for consultation
Nov 2020	Final version adopted by Council 1/12/20
Jan 2021	Minor wording change in Site Location Plan section

Pre-Application Advice

We offer a paid pre-application advice service www.teignbridge.gov.uk/planningadvice

Submitting an application

We recommend that applications are submitted electronically via the Planning Portal which is likely to lead to your application being validated more quickly www.teignbridge.gov.uk/planningapply

What is Validation?

Validation is the process of checking that all relevant documentation has been provided. If you submit an application without the necessary documentation, or with clear inaccuracies, or without the appropriate fee, the application is not valid and will not be progressed until this is resolved. The relevant guidance notes, available with the application forms, should also be read. Some of the requirements are National Requirements and some are Local Requirements which have been adopted by the Council. For simplicity, no differentiation is made in this document between the two types of requirement.

Extra information requested after validation

The list of requirements is not exhaustive and the Council can still request further, or more detailed, information after validation to resolve any particular issues that arise. Any additional information not required by the Validation Checklist, but which the Council needs to determine the application, will be requested during the course of the application and should be provided as soon as possible.

Validation disputes

If you disagree with our reasons for invalidating a planning application and negotiation with us has failed, you may send a notice to us setting out your reasons for refusing to supply the information under Section 12 of the Development Management Procedure Order 2015. You must have submitted all the other information needed to validate the application together with the fee. We will then either agree and validate the application or disagree and issue a Non Validation Notice against which you may then appeal under Section 78 of the Town and Country Planning Act 1990.

Diversity

Our Diversity Policy promotes inclusion for all sectors of the community and applications/supporting information, along with any representations received from the public, will be checked for any inappropriate comments. Only planning related matters can be considered, and any comments regarding disability, race or ethnicity, religion or belief, sexual orientation or gender reassignment or that are defamatory, prejudiced or otherwise likely to cause offence to the subject of the comments or any other reader will be removed. Any comments that are considered to constitute hate incidents or hate crimes may be passed to the police

Data Protection

All applications and supporting documentation will be published on the website. Private telephone numbers, private email addresses and signatures will be removed prior to publication. We are committed to ensuring that your privacy is protected by adhering to the EU General Data Protection Regulation (GDPR). Any personal information provided will be used by us solely for the purpose of processing your application and contacting you regarding this. The data will be processed in accordance with our full [privacy policy](#).

1. APPLICATION FORM – Required for all applications

- 1.1. All applications must be submitted on the appropriate Householder application form with the exception of development relating to a flat which must be submitted using a full planning application form.
- 1.2. Ownership certificate A, B, C or D on the application form must be completed stating the ownership of the application site. This also incorporates the Agricultural Land Declaration.
 - complete Certificate A if you own all of the land (freehold or leasehold of more than 7 years) and do not have agricultural tenants.
or
 - complete Certificate B, C or D if you do not own all the land or if you have agricultural tenants on the land. This includes situations where the development overhangs the boundary with the adjoining property/land.
 - Certificate B – Complete this if you know who the owners/agricultural tenants are. State the names and addresses of these people on the application form. You also need to serve 21 days' notice on them, before you submit the application
 - Certificate C – This is a combination of the circumstances described in Certificates B and D and should be completed accordingly.
 - Certificate D – Complete this if you do not know any of the owners. Specify the steps you have taken to find the owners e.g. land registry search. You must advertise the application in a local newspaper at least 21 days before submission.
- 1.3. The application form must be signed and dated and all questions on the form must be answered fully and accurately.
- 1.4. The correct full fee must be submitted with the application. [Schedule of fees and fee calculator](#)

2 PLANS REQUIRED

All plans must:

- be to a recognised metric scale (e.g. 1:50 etc) which is marked clearly on the plan.
- have a scale bar or at least one measurement marked on the plan so that the scale can be checked for accuracy
- be clearly marked with the direction of North;
- have the size of the plan (A3, A2 etc) marked on the plan.
- have a unique drawing number which is also used in the file name.
- belong to you as copyrighted plans cannot be accepted
- preferably contain a single type of drawing per document e.g. site location plan, block plan, existing elevations, proposed elevations, existing floor plans, proposed floor plans.
- preferably be a maximum of A3 in size to assist when viewing online.
- be in black and white (no grey scale or colour on plans as it makes them faint and difficult to view online) with the exception being the red and blue outlines for site location plans
- be submitted as a PDF, correctly orientated for on-screen display
- be of a quality and resolution that will be clear to view by the public when uploaded onto the website.

2.1 Site Location Plan (existing)

Required for all applications.

- a) Must be up to date
- b) normally at a scale of 1:1250 (or 1:2500 if appropriate)
- c) showing the full site, all site boundaries, adjoining properties and, where possible, at least two named roads
- d) the properties shown should be numbered or named so that the exact location is clear
- e) the proposed site **must be clearly edged with a red line** to include all land necessary to carry out the proposed development - normally to the boundary. Any other land within your ownership or control, should be edged with a blue line.

Please note that we cannot accept copies of land registry plans due to copyright issues. There are many companies that provide site location plans and the Planning Portal has links to their [accredited suppliers for planning maps](#).

2.2 Block Plan (existing and proposed)

Required for all applications showing

- a) at a scale of 1:500, 1:200 or 1:100 depending on the size of the site
- b) the proposed development
- c) all site boundaries, existing buildings, roads, tracks, footpaths and access arrangements on the site
- d) any buildings to be demolished
- e) all buildings, roads, tracks, footpaths and access arrangements on land adjoining the site
- f) all public rights of way crossing or adjoining the site
- g) existing and proposed parking provision
- h) the position of all trees on the site, including those on adjacent land that could influence or be affected by the development; with proposals for removal/retention/new planting indicated
- i) the position of all hedges on the site, including boundary hedges, other vegetation, ponds, watercourses, walls, banks & historic features with proposals for removal/retention indicated
- j) the extent and type of any hard surfacing
- k) boundary treatment including walls or fencing where this is proposed
- l) ground levels across the site and floor levels, existing and proposed including any retaining walls
- m) route line of all existing and proposed services

2.3 Elevation drawings (existing and proposed)

Required for all applications for new, altered, replacement or extended buildings.

- a) at a scale of 1:50 or 1:100
- b) showing all affected elevations in full.
- c) Showing proposed building materials, style and finish of the building and windows and doors
- d) showing any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling).
- e) label orientation of elevations e.g. north, south etc.

2.4 Floor Plans (existing and proposed)

Required for all applications for new, altered, replacement or extended buildings.

- a) At a scale of 1:50 or 1:100
- b) explaining the proposal and usage in detail
- c) showing the entire floor area for any existing building as well as the proposed development.
- d) showing new buildings in context with adjacent buildings.
- e) showing any buildings or walls to be demolished

2.5 Existing and proposed site sections and finished floor and site levels

Required for all proposed new buildings or where there are variations in site levels. Levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

- a) at a scale of 1:50 or 1:100
- b) showing a cross section(s) through the proposed building(s).
- c) where the proposal involves a change in ground levels, showing both existing and finished levels fixed to a datum point off site and also show the proposals in relation to adjoining buildings.

2.6 Roof plans

Required where there are new roofs or alterations to existing roofs.

- a) at a scale of 1:50 or 1:100.
- b) showing the shape of the roof and roofing materials.

2.7 Specialist Plans

May be required to show specific details in a larger scale

- a) at a scale of 1:5, 1:10 or 1:20
- b) where certain issues such as the detail of window joinery is required e.g. for Listed Buildings

2.8 Photos

Photographs showing the site and the area of development and the immediate vicinity to show any overlooking issues or impacts on the street scene and neighbours are very useful when processing the application and applicants/agents are strongly encouraged to submit these with the application.

3 ADDITIONAL INFORMATION REQUIRED

When required	Guidance, Policy background and further information sources
3.1 Arboricultural Survey and Tree Protection Plan	
<p>Where the answer to the Trees and/or Hedges questions on the application form is 'Yes'</p>	<p>Trees to be felled and trees to be retained should be clearly marked on a tree constraints plan which also shows the proposed development. This should show root protection areas and the canopy spread of the trees. The species of the trees should also be marked. This could all be included in the Block Plan.</p> <p>Further Information: Teignbridge District Council Trees and Development Supplementary Planning Document.</p> <p>Teignbridge contacts: Website – Trees page Email designandheritage@teignbridge.gov.uk</p>
3.2 Biodiversity – Bats and Birds in buildings Survey Reports	
<p>Applications involving:-</p> <ul style="list-style-type: none"> • Works to buildings or structures known or suspected to support bats • Demolition of buildings • Works to roofs including: <ul style="list-style-type: none"> ○ Loft conversions ○ Roof raising ○ New windows or other accesses into roofs 	<p>Bat and Bird reports are required for the applications listed <i>unless</i>:</p> <ul style="list-style-type: none"> • Located in highly urban areas within Dawlish, Kingsteignton, Newton Abbot or Teignmouth as defined on the maps on our Bats, birds and development web page • The house was built after 2005 without specific bat provision incorporated • Works are to a flat roof or single layer sheet metal roof. <p>A licenced bat consultant will be needed to undertake the survey(s) and produce the report unless they consider that a full report is not required (e.g. no evidence of bats) when you may obtain a letter from them stating why a full report is not required and submit this with your application instead.</p> <p>All reports must be up-to-date (less than 2 ½ years old at time of submission) and produced by a licensed bat consultant (their licence number should be quoted in the report). See Bat and Bird Surveys web page for more information and contacts. If your bat consultant considers that Emergence Surveys are needed, these should be undertaken and the results submitted with the application.</p>

<ul style="list-style-type: none"> ○ Extensions joining existing roof ○ Solar panels ● Works to cellars ● Wind turbines 	<p>Teignbridge Contacts: Website - Bats, birds and development web page Email - designandheritage@teignbridge.gov.uk</p>
<h3>3.3 Community Infrastructure Levy</h3>	
<p>Any extension over 100m² or any residential annex</p>	<p>Community Infrastructure Levy (CIL) is charged on residential and out of town retail development under the Community Infrastructure Levy Regulations 2010. The levy is used to pay for improving and providing new infrastructure, including roads, education, recreation and public transport facilities.</p> <p>A CIL Additional Information form must be completed and submitted with these applications.</p> <p>Warning - If the application is approved, with a CIL liability, the applicant must ensure the correct forms are received by the council and the correct procedures are followed before any development including demolition takes place or the full amount including surcharges could become immediately payable and any set offs/exemptions may be forfeit.</p> <p>Further Information: CIL Guidance CIL Forms</p> <p>Teignbridge Contacts: Email - planning@teignbridge.gov.uk Website - CIL web page</p>

3.4 Design and Access Statement	
<p>All Listed Building Applications.</p>	<p>Design and Access Statement for Listed Building Consent must:</p> <ul style="list-style-type: none"> • explain the design principles and concepts that have been applied to the works • explain the approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account; • Detail any consultation undertaken in relation to access issues and how the outcome of the consultation has informed the development • Explain how any specific issues which might affect access to the development have been addressed. • Explain how both the design and access elements take account of: <ul style="list-style-type: none"> ○ The special architectural or historic importance of the building; ○ The particular physical features of the building that justify its destination as a listed building; ○ The building's setting. <p>Access explanations are not required for listed building consent that only affects the interior of a building.</p> <p>Teignbridge Contacts: Email - planning@teignbridge.gov.uk</p>
3.5 Heritage Statement	
<p>Listed Building Applications</p> <p>Dwellings within or adjacent to a Conservation Area</p> <p>Dwellings close to a Heritage Asset i.e:</p> <ul style="list-style-type: none"> • Listed Building • Scheduled Ancient Monument 	<p>A Heritage Statement is required for all development affecting Heritage assets (e.g. Listed Buildings, Conservation Areas, Scheduled Monuments, Registered Parks and Gardens, sites of Archaeological Importance)</p> <ul style="list-style-type: none"> • It should give a description of the heritage asset and the effect of the development upon the setting of the heritage asset. • The scope and level of detail should be proportionate to the importance of the heritage asset and will vary according to the extent of the works involved and the circumstances of each application • It should list the sources of information used and any experts consulted. Useful information can be obtained from the historic environment record maintained by the Historic Environment Team at Devon County Council and from our Conservation Area Appraisals <p>For Listed Building Consent (application for works to a listed building) it should contain a schedule of</p>

<ul style="list-style-type: none"> • Registered Park or Garden • Site of Archaeological importance 	<p>works to be done, the historic importance of the building and the effect on its setting. Depending on the scale of the works you may also need a structured survey and archaeological assessment.</p> <p>Where the proposal includes total or substantial demolition of a listed building the statement should include:</p> <ul style="list-style-type: none"> • Condition of the building and cost of repair/maintenance in relation to the importance of building and the value derived from continued use • Efforts made to retain the building in use including open marketing at a realistic price • Merits of alternative proposals for the site <p>For planning applications for total or partial demolition in a conservation area it should include a written analysis of the character and appearance of the building/structure, the contribution it makes to the conservation area and a statement on its structural condition. It must also give justification for the proposed demolition including the effect the demolition will have on the special character of the area.</p> <p>For planning applications affecting (close to) a Listed Building, Scheduled Monument or Registered Park & Gardens it should justify the proposed works and their impact on the setting of the heritage asset. English Heritage should be consulted with regard to any development affecting a Grade I or Grade II* Listed Building, Park or Garden or Scheduled Monument.</p> <p>For planning applications within or adjacent to a Conservation Area it should include an assessment of the impact of the works on the character and appearance of the area as described in the Conservation Area Appraisals</p> <p>For planning applications involving the disturbance of ground on sites that are known to have or are considered likely to have archaeological remains an applicant may need to commission an assessment of archaeological information and, if required, intrusive archaeological investigations to allow the significance of the archaeology and the impact of the development on it to be understood. The results of this work will need to be included in a Heritage Statement submitted with the planning application. The results should also be added to the historic environment record at Devon County Council. Areas of archaeological potential tend to be located around known archaeological sites recorded on the Historic</p>
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Environment Record, Scheduled Monuments and within [Conservation Areas](#).

Further Information

[Government guidance on conserving and enhancing the historic environment](#)

[Section 128 of National Planning Policy Framework](#)

Teignbridge Contacts:

Email - designandheritage@teignbridge.gov.uk

Website - [Listed buildings web page](#)

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