



Local Validation Requirements

Version Number: 3.5

Published Date:

Effective Date:

CONTENTS

What is the purpose of this document?

Where do I submit a planning application?

Incomplete Applications

Planning fees?

Additional fees

Common mistakes

What helps streamline the validation process?

General requirements for all submissions

National Requirements

Local Requirements ~ Householder Applications (not flats, new builds or commercial development)

Local Requirements ~ Lawful Development Certificates (for Proposed and Existing Development)

Local Requirements ~ Prior Approvals and Prior Notifications

Local Requirements ~ Full Planning Application (not including Major applications)

Local Requirements ~ Major Residential Development (10+ units or, if units unknown, a site area of 0.5 hectares or more)

Local Requirements ~ Change of Use

Local Requirements ~ Outline Planning Applications

Local Requirements – Permission in Principle

Local Requirements – Technical Details Consent (following a grant of permission in principle)

Local Requirements ~ Listed Building Consent

Local Requirements ~ Tree works

Local Requirements ~ Advertisement Consent

What is the purpose of this document?

This checklist identifies the necessary information and plans required to submit a valid planning application for your project type. Failure to provide all required details will result in your application being deemed "invalid", causing delays in the formal assessment and determination process.

Where do I submit a planning application?

To ensure a faster and more accurate validation process, please submit your application through the Planning Portal at [www.planningportal.co.uk / apply](http://www.planningportal.co.uk/apply). This is the Council's preferred method for receiving ALL planning submissions.

Submission via email to planning@castlepoint.gov.uk should only be used as a secondary alternative where the Planning Portal's technical constraints - such as file size limits or unsupported formats - prevent a successful online submission.

While the Council is moving toward a paperless process, you may still submit applications by post to the address below. Please note that paper applications typically take longer to validate and process than digital submissions.

Council Offices
Kiln Road
Benfleet
Essex
SS7 1TF

Incomplete Applications

To ensure the efficient processing of planning applications, the council operates a strict validation policy:

- **Non-Response:** Where an applicant or agent fails to provide the requested information within 21 days of the date of our last communication, the application will be withdrawn, and the planning fee will be refunded.

Version Number: 3.5

Published Date:

Effective Date:

- **Repeated Requests:** Where the same information has been requested on two or more occasions and have not been supplied to the required standard, the council will return the application, and the planning fee will be refunded. A new application will be required for the proposal to be reconsidered.

Planning fees?

The Planning Portal contains a useful guide to [planning fees](#) (apply from 1 April 2025). When you apply through the Planning Portal, the system will automatically calculate the total amount due before you submit. The Planning Portal also applies its own processing fee on top of the application cost.

If you are unsure which fee applies to you, please contact the Planning Support Team at planning@castlepoint.gov.uk

Additional fees

Additional planning related levy and obligation costs that may apply to your development:

Levy / Obligation	What It Funds	Cost Nature	Legal Basis
BNG (Biodiversity Net Gain)	Biodiversity uplift (10%+)	Habitat works, off-site units, credits	Environment Act 2021 (Schedule 7A)
CIL (Community Infrastructure Levy)	Local infrastructure	Fixed charge per m ²	CIL Regulations 2010 (as amended)
RAMS (Recreational Disturbance Avoidance and Mitigation Strategy)	Habitat protection in SPAs / SACs	Per dwelling tariff	Habitats Regulations (local implementation)
S106 & Monitoring (Section 106 Agreements)	Site specific mitigations, local infrastructure and services	Negotiated, variable	Town and Country Planning Act 1990 (as amended)

Common mistakes

To ensure your application is processed smoothly and to avoid unnecessary delays, please review your submission against these common errors. Applications that do not meet these technical standards will be deemed invalid upon receipt.

The most frequent mistakes include:

- Scale and Measurement:
 - Failing to include a scale bar (mandatory on all plans)
 - Submitting plans in non-metric or unrecognised scales (standard metric scales such as 1:50 or 1:100 are required)
 - Inaccurate scaling, where the stated scale (e.g., 1:200) does not match the written dimensions on the drawing
 - Including restrictive notes such as "Do not scale from this drawing" (plans must be scalable for assessment).
- Plan Inconsistencies:
 - Elevations and Block Plans failing to correlate (e.g. differing sized buildings)
 - Floor plans and elevation plans that do not correspond (e.g. windows or doors differing in positions on different drawings)
 - Floor plans submitted without clear room designations / labels.
- Mapping and Boundary Issues:
 - Missing, incomplete, or inconsistent "Red Line" boundaries (the application site) and "Blue Line" boundaries (other land owned by the applicant)
 - The red line boundary on the Location Plan not matching the boundary shown on all other supporting documents.

What helps streamline the validation process?

- Submit each plan as an individual **PDF file**. Ensure all plans and documents are correctly oriented as intended to be read and saved in a scalable format. This allows us to verify measurements more efficiently.
- Providing **composite plans**—combining multiple plans into one sheet, such as existing plans on one sheet and proposed plans on another—significantly speeds up the officer's assessment. This allows for a direct "before and after" comparison on a single screen.
- **Name your files logically** (e.g. "*Proposed South Elevation.pdf*" rather than by the drawing number). This allows for immediate identification of the file and reduces manual processing time.

General requirements for all submissions

All submitted plans and documents must comply with the following standards. Failure to meet these requirements, regardless of the application type, will result in your application being returned as invalid or refused.

- All plans and documents must be **clear**, precise, legible, and easy to understand.
- Electronic plans must be in **.pdf** format and saved or scanned at “Actual Size” (not to fit) so they can be accurately scaled. If submitting hard copies, do not use the "Fit to Page" setting; plans must be printed at their original size so they can be measured.
- Information provided across all documents and plans must be entirely **consistent** (e.g. application site edged in red, measurements and proposed development).
- Plans must be focused strictly on **planning details**. They must not include unnecessary information that is irrelevant to the planning process, such as:
 - Building Control or structural details non-planning details
 - References to other approved applications
 - Fallback positions or alternative proposals
 - Any other clutter that obscures the intended planning proposal

National Requirements

- Completed forms: All questions answered, appropriate ownership certificate and declaration signed and dated
- Application fee: [link](#)
- Location Plan: Scale 1:1250 or 1:2500 with the site outlined in **red** and other owned land in **blue**.

Local Requirements ~ Householder Applications (not flats, new builds or commercial development)

- If your development affects land owned by someone else, you'll need to serve an [Article 13 Notice for Householder applications](#) on the landowner telling them that you are making the application
- This list contains the minimum requirements for a householder planning application to be accepted as valid, but we may need to request further information during the life of the application to enable it to be decided.

All proposed alterations and extensions to and within the boundaries of domestic buildings, including outbuildings and annexes¹:

Required item	Standard Expected
National requirements	As stated
Location plan	<ul style="list-style-type: none"> ▪ Ordnance Survey based ▪ Scale 1:1250 or 1:2500 ▪ Site clearly outlined with a red line ▪ Any other land owned by the applicant outlined with a blue line ▪ Two named public roads and surrounding buildings ▪ North point ▪ A scale bar
Site layout or Block plan	<ul style="list-style-type: none"> ▪ Scale 1:200 or 1:500 ▪ North point ▪ All existing buildings on the site ▪ All proposed buildings or extensions ▪ Roof plan (where roof is being altered) ▪ Site access details ▪ Roads, footpaths, and / or any public rights of way crossing or adjoining the site ▪ Parking spaces ▪ Boundary treatments ▪ Extent of any hard landscaping and drainage provision ▪ Trees and significant landscaping features on or neighbouring land where the roots or canopy spread over the site area ▪ Unique drawing reference(s)
Full existing elevations and floor plans of property <i>(unnecessary for alterations to hardstanding, ramps, decking or dropped kerbs)</i>	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Room labels ▪ Unique drawing reference(s) ▪ <i>Green Belt development - full volume calculations of existing building(s) are required</i>
Full proposed elevations and floor plans of property	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar

<i>(unnecessary for alterations to hardstanding, ramps, decking or dropped kerbs)</i>	<ul style="list-style-type: none"> ▪ Room labels ▪ Unique drawing reference(s) ▪ <i>Green Belt development - full volume calculations of proposed development are required</i>
Existing and Proposed Section Plans <i>(sloping sites, change in ground / floor levels such as roof development and basements, hidden elevations, Listed Building and Conservation Area consents)</i>	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Unique drawing reference(s)
Street scene plan <i>(Main roof is notably higher or lower)</i>	<ul style="list-style-type: none"> ▪ Scale 1:100 or 1:200 ▪ Scale bar ▪ Unique drawing reference(s)
Photographs	<ul style="list-style-type: none"> ▪ Document of relevant photos of outside the property
CIL Forms Click here	<ul style="list-style-type: none"> ▪ Form 1 ▪ Form 2 where CIL is liable (indicated in Form 1)
Biodiversity Net Gain (BNG) Click here	<ul style="list-style-type: none"> ▪ BNG metric and condition assessment – click here ▪ Scaled site plan showing on-site habitat and any irreplaceable habitat ▪ Date of assessment ▪ Degradation statement ▪ Exempt development - formal justification statement with evidence where necessary (if not declared in application form or clear in plans / photos)
Correct Fee	<ul style="list-style-type: none"> ▪ Planning Portal Fee Calculator

Other documents

The following may be required where it would be relevant to determine the application:

Document	Where it is required
Planning / Supporting Statement	where justification for the development is required e.g. ¹ outbuildings and annexes, or where “very special circumstances” needs to be demonstrated

Flood Risk Worksheet	development situated in Flood Zone 2 or 3
Flood Zone 3 Assessment	demonstrate that floor levels are either no lower than existing floor levels or 300mm above the estimated flood level.
Ecology Assessment or Ecology Survey	where there may be an ecological impact from the development which needs to be assessed and / or mitigated
Tree Assessment	where the development may impact the health and longevity of a trees, ensuring the preservation of the root network and canopy integrity
Design and Access Statement	applications for listed building consent, and / or in a designated area (e.g. World Heritage Site or a conservation area) where the proposal consists of a building with a floor space of 100 sqm or more
Heritage Statement	where the proposal would have a detrimental impact on a 'heritage asset' or its setting
Daylight / Sunlight Assessment	where the development has the potential to significantly reduce natural light for existing neighbours or fail to provide adequate light for its own future occupants
Noise Impact Assessment	where the proposal introduces a new noise source or a noise-sensitive use; some changes of use
Bat survey declaration	where the development includes the modification, conversion, extension, demolition or removal of buildings and structures
Biodiversity checklist and report	identify impacts on protected species. NOTE: some survey work can only be carried out at certain times of the year

Local Requirements ~ Lawful Development Certificates (for Proposed and Existing Development)

- When applying for a Lawful Development Certificate (particularly for an existing use or development), the burden of proof rests entirely with you. You must provide precise and sufficient evidence to demonstrate that the development is lawful and that a certificate should be issued.

All existing and proposed alterations and extensions to a building, outbuildings, annexes² and existing uses or development:

Required item	Standard Expected
National requirements	As stated
Location plan	<ul style="list-style-type: none"> Ordnance Survey based Scale 1:1250 or 1:2500 Site clearly outlined with a red line Any other land owned by the applicant outlined with a blue line Two named public roads and surrounding buildings North point A scale bar
Site Layout or Block plan	<ul style="list-style-type: none"> Scale 1:200 or 1:500 for larger sites North point All existing buildings on the site All proposed buildings or extensions Site access details Roads, footpaths, and / or any public rights of way crossing or adjoining the site Parking spaces Boundary treatments Extent of any hard landscaping and drainage provision Unique drawing reference(s) Where the application specifies two or more uses, operations or other matters, the plan which accompanies the application must indicate to which part of the land each such use, operation or matter relates.

Supporting plans and information to describe the development	
This would normally include the following plans:	
Existing elevations and floor plans – full plans of building	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Room labels ▪ Unique drawing reference(s)
Proposed elevations and floor plans – full plans of building	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Room labels ▪ Floor levels (new windows or impact to roof) ▪ Unique drawing reference(s)
Section plans - existing and proposed <i>(sloping sites, change in ground / floor levels such as roof development, hidden elevations, Listed Building and Conservation Area consents)</i>	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Unique drawing reference(s)
Roof plan <i>(proposed change to an existing roof and on all new buildings)</i>	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 (as appropriate) ▪ Scale bar ▪ Unique drawing reference(s)
Photographs	<ul style="list-style-type: none"> ▪ Document of relevant photos of outside the property ▪ Redact / do not include people who can be identified, children or car number plates
CIL Forms (Click here)	<ul style="list-style-type: none"> ▪ Form 5
Correct Fee	<ul style="list-style-type: none"> ▪ Planning Portal Fee Calculator
<i>The additional evidence is helpful and would help avoid any delays or refusal of the Lawful Development Certificate</i>	
<i>Note: The application would not be made invalid if you do not submit the following information</i>	

Existing and proposed materials	State on the plans all the external materials of the building including colour, such as windows, walls, roof materials.
Planning / Support Statement	Explain and justify the use and purpose of the development (particularly for outbuildings, annexes ² , change of use and existing use or development)
Evidence (existing use or development)	May include financial information, copies of invoices, tenancy agreements, Council Tax bills, photographs etc, anything that may evidence your case.
Sworn affidavit(s) (existing use or development)	Evidence from individuals with personal knowledge of the existing use / development (where relevant)
Numbered units	For multi-unit schemes

Local Requirements ~ Prior Approvals and Prior Notifications

Essential Documents	Standard Expected
The correct form	Completed via the Planning Portal
Location plan	<ul style="list-style-type: none"> ▪ Ordnance Survey based ▪ Scale 1:1250 or 1:2500 ▪ Site clearly outlined with a red line ▪ Two named public roads and surrounding buildings ▪ North point ▪ A scale bar
Detailed written description	<ul style="list-style-type: none"> ▪ A written summary of the proposed development, materials, and dimensions
Plans (where requested or as additional information – table below)	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Existing and Proposed
CIL Form Click here	<ul style="list-style-type: none"> ▪ Form 5
Correct fee	<ul style="list-style-type: none"> ▪ Most Prior Approval applications require a fee; check the current fee schedule

- Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) is the legislation which outlines the development types and the process for prior approvals and prior notifications.
- You must provide at least the minimum information required by the legislation for your application to be validated. We have set out below the application type, and direct link to the corresponding legislation.

Common Application / Development Types		Links to legislative requirements
Householder Developments	Larger home extensions (Class A)	Requirements detailed in paragraph A.4(2) of Part 1
	Construction of additional storeys (Class AA)	Requirements detailed in paragraph AA.3(2) of Part 1
Change of use	<ul style="list-style-type: none"> ▪ Commercial, business and service or betting office or pay day loan shop to mixed use (Class G); ▪ Certain uses to dwellinghouses (Class M); ▪ Commercial, business and service uses to dwellinghouses (Class MA) ▪ Specified sui generis uses to dwellinghouses (Class N) ▪ Offices to dwellinghouses (Class O) ▪ Storage or distribution centre to dwellinghouses (Class P) ▪ Premises in light industrial use to dwellinghouses (Class PA) ▪ Agricultural buildings to dwellinghouses (Class Q) ▪ Agricultural buildings to a flexible commercial use (Class R) ▪ Agricultural buildings to a state-funded school (Class S) ▪ Commercial, business and service, hotels etc to state-funded schools (Class T) 	Requirements detailed in paragraph W of Part 3

Temporary buildings and uses	<ul style="list-style-type: none"> ▪ Moveable structures for historic visitor attractions and listed pubs, restaurants etc (Class BB) 	Requirements detailed in paragraph BB.3(2) of Part 4
	<ul style="list-style-type: none"> ▪ Provision of a temporary state-funded school on previously vacant commercial land (Class CA) 	Requirements detailed in paragraph W, Part 3
Non-domestic extensions, alterations etc.	<ul style="list-style-type: none"> ▪ Extensions etc for schools, colleges, universities, prisons and hospitals (Class M) 	Requirements detailed in paragraph M.2A(2) of Part 7
Heritage and demolition	<ul style="list-style-type: none"> ▪ Demolition of buildings (Class B) 	Requirements detailed in paragraph B.2 of Part 11
Renewable energy	<ul style="list-style-type: none"> ▪ Non-domestic solar panels (Class J) 	Requirements detailed in paragraph J.4 of Part 14
Telecommunications	<ul style="list-style-type: none"> ▪ Electronic communications code operators (Class A) 	Requirements detailed in paragraph A.3 of Part 16
Construction of new dwellinghouses	<ul style="list-style-type: none"> ▪ Demolition of buildings and construction of new dwellinghouses in their place (Class ZA) ▪ New dwellinghouses on detached blocks of flats (Class A) ▪ New dwellinghouses on detached buildings in commercial or mixed use (Class AA) ▪ New dwellinghouses on terrace buildings in commercial or mixed use (Class AB) ▪ New dwellinghouses on terrace buildings in use as dwellinghouses (Class AC) ▪ New dwellinghouses on detached buildings in use as dwellinghouses (Class AD) 	Requirements for the above detailed in paragraph B of Part 20

Local Requirements ~ Full Planning Application (not including Major applications)

- If your development affects land where the owners of the land are known, you'll need to serve an [Article 13 Notice 1](#) on the owners or agricultural tenants
- If your development affects land where some or all of the owners of the land are not known, you'll need to publish an [Article 13 Notice 2](#) in a local newspaper
- This list contains the minimum requirements for a planning application to be accepted as valid, but we may need to request further information during the life of the application to enable it to be decided.
- *For applications consisting of 10+ dwellings, see 'Major Applications'*

Required item	When it's required	Standard Expected
National requirements	All applications	As stated
Location plan	All applications	<ul style="list-style-type: none"> ▪ Ordnance Survey based ▪ Scale 1:1250 or 1:2500 ▪ Site clearly outlined with a red line ▪ Any other land owned by the applicant outlined with a blue line ▪ Two named public roads and surrounding buildings ▪ North point ▪ A scale bar
Site Layout or Block plan	All applications	<ul style="list-style-type: none"> ▪ Scale 1:200 or 1:500 for larger sites ▪ North point ▪ All existing buildings on the site ▪ All proposed buildings or extensions ▪ Roof plan (where roof is being altered) ▪ Site access details ▪ Roads, footpaths, and / or any public rights of way crossing or adjoining the site ▪ Parking spaces ▪ Boundary treatments ▪ Extent of any hard landscaping and drainage provision

		<ul style="list-style-type: none"> ▪ Trees and significant landscaping features on or neighbouring land where the roots or canopy spread over the site area ▪ Unique drawing reference(s)
Full existing elevations and floor plans of property <i>(unnecessary for alterations to hardstanding, ramps, decking or dropped kerbs)</i>	<ul style="list-style-type: none"> ▪ Where alterations and / or extensions to an existing building(s) are proposed. ▪ When a new dwelling or building(s) are proposed e.g. annexe* ▪ Where the development proposed is below ground level. 	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Room labels ▪ Unique drawing reference(s) ▪ <i>Green Belt development - full volume calculations of existing building(s) are required</i>
Full proposed elevations and floor plans of property <i>(unnecessary for alterations to hardstanding, ramps, decking or dropped kerbs)</i>	<ul style="list-style-type: none"> ▪ Where alterations and / or extensions to an existing building(s) are proposed. ▪ When a new dwelling or building(s) are proposed. ▪ Where the development proposed is below ground level. 	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Room labels ▪ Unique drawing reference(s) ▪ <i>Green Belt development - full volume calculations of proposed development are required</i>
Existing and Proposed Section Plans <i>(sloping sites, change in ground / floor levels such as roof development and basements, hidden elevations, Listed Building and Conservation Area consents)</i>	<ul style="list-style-type: none"> ▪ When a new dwelling or building(s) are proposed ▪ New floors or roof alterations are proposed including below ground level ▪ Works to alter or replace existing features, or insert new features to listed buildings; or works would directly or indirectly affect a designated or non-designated asset 	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Unique drawing reference(s)
Street scene plan	<ul style="list-style-type: none"> ▪ New dwellings ▪ Main roof would be notably higher or lower ▪ Backland development 	<ul style="list-style-type: none"> ▪ Scale 1:100 or 1:200 ▪ Scale bar ▪ Unique drawing reference(s)

	<ul style="list-style-type: none"> Development could affect the character of a sensitive area (listed building or conservation area) 	
Roof plan	<ul style="list-style-type: none"> Roof is being altered and the change cannot adequately be shown on elevation plans 	<ul style="list-style-type: none"> Scale 1:100 or 1:200 Scale bar Unique drawing reference(s)
Photographs	All applications	<ul style="list-style-type: none"> Document of relevant photos of outside the property
CIL Forms Click here	All applications	<ul style="list-style-type: none"> Form 1 Form 2 where CIL is liable (indicated in Form 1)
Biodiversity Net Gain (BNG) Click here	All applications (developments exempt from BNG requirements)	<ul style="list-style-type: none"> BNG metric and condition assessment – click here Scaled site plan showing on-site habitat and any irreplaceable habitat Date of assessment Degradation statement (if applicable) Exempt development - formal justification statement with evidence where necessary (if not declared in application form or clear in plans / photos)
Correct Fee	All applications	<ul style="list-style-type: none"> Planning Portal Fee Calculator

Other documents

The following may be required where it would be relevant to determine the application:

Document	Where it is required
Planning / Supporting Statement	where justification for the development is required e.g. *outbuildings and annexes, or where “very special circumstances” needs to be demonstrated
Flood Risk Assessment	within flood zones 2 / 3 or at risk of surface water; more than 1 hectare (ha) in flood zone 1; less than 1 ha in flood zone 1, which includes a change of use in development type to a more vulnerable class, where they could be affected by flooding from any other source; within 20 metres of any watercourse; adjacent to or including, any flood bank or other flood control structure (link for more info)
Sustainable Drainage Plan (for flood zone 2 / 3)	high risk flood zones 2 / 3; 10 or more dwellings, buildings over 1000 sqm; sites exceeding 1 ha
Sustainable Drainage Statement (for flood zone 2 / 3)	high risk flood zones 2 / 3; 10 or more dwellings, buildings over 1000 sqm; sites exceeding 1 ha

Schedule of development	detailed schedule of the number and types of residential units proposed – for complex or phased development
Transport / Travel Assessment	where larger / traffic sensitive development will impact local traffic, parking, and transport networks
Parking Assessment	justify change in parking provisions, development that deviates from minimum parking standards: surveys of parking capacity, occupancy levels in surrounding streets and parking areas; consideration of likely trip generation and parking accumulations with supporting evidence; details of how parking will be managed and mitigated
Ecology Assessment or Ecology Survey	where there may be an ecological impact from the development which needs to be assessed and / or mitigated
Tree Assessment	where the development may impact the health and longevity of a trees, ensuring the preservation of the root network and canopy integrity
Design and Access Statement	applications for one or more new dwellings listed building consent, and / or in a designated area (e.g. World Heritage Site or a conservation area) or a building with a floor space of 100 sqm
Heritage Statement	where the proposal would have a detrimental impact on a 'heritage asset' or its setting
Daylight / Sunlight Assessment	where the development has the potential to significantly reduce natural light for existing neighbours or fail to provide adequate light for its own future occupants
Noise Impact Assessment	where the proposal introduces a new mechanical noise source or is located in a high-noise environment
Bat survey declaration	where the development includes the modification, conversion, extension, demolition or removal of buildings and structures
Biodiversity checklist and report	any development where there is a potential impact on biodiversity - identify impacts on protected species. NB Some survey work can only be carried out at certain times of year
Environmental Statement	all developments listed under Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 as amended development listed under Schedule 2 where the local planning authority consider it is likely to have significant effects on the environment
Retail Assessment	retail and leisure developments over 2500 square metres, or; smaller retail and leisure likely to have a significant impact on smaller centres, or; Applications for other main town centre uses when they are <ul style="list-style-type: none"> o outside of defined town centres; and o not in accordance with the development plan
Refuse and Recycling	indicates location and details of bin storage and enclosure for any single-family properties situated more than 25m from the highway, flats or commercial development.
Lighting Assessment	developments including floodlighting

Local Requirements ~ Major Residential Development (10+ units or, if units unknown, a site area of 0.5 hectares or more)

Required item	Standard Expected
National requirements	As stated
Location plan	<ul style="list-style-type: none"> ▪ Ordnance Survey based ▪ Scale 1:1250 or 1:2500 ▪ Site clearly outlined with a red line ▪ Any other land owned by the applicant outlined with a blue line ▪ Two named public roads and surrounding buildings ▪ North point ▪ A scale bar
Site Layout or Block plan	<ul style="list-style-type: none"> ▪ Scale 1:200 or 1:500 for larger sites ▪ North point ▪ All existing buildings on the site ▪ All proposed buildings or extensions ▪ Roof plan (where roof is being altered) ▪ Site access details ▪ Roads, footpaths, and / or any public rights of way crossing or adjoining the site ▪ Parking spaces ▪ Boundary treatments ▪ Extent of any hard landscaping and drainage provision ▪ Trees and significant landscaping features on or neighbouring land where the roots or canopy spread over the site area ▪ Unique drawing reference(s)
Full existing elevations and floor plans of property	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Room labels

	<ul style="list-style-type: none"> ▪ Unique drawing reference(s) ▪ <i>Green Belt development - full volume calculations of existing building(s) are required</i>
Full proposed elevations and floor plans of property	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Room labels ▪ Unique drawing reference(s) ▪ <i>Green Belt development - full volume calculations of proposed development are required</i>
Proposed Section plans	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Unique drawing reference(s)
Street scene plans	<ul style="list-style-type: none"> ▪ Scale 1:100 or 1:200 ▪ Scale bar ▪ Unique drawing reference(s)
Roof plan	<ul style="list-style-type: none"> ▪ Scale 1:100 or 1:200 ▪ Scale bar ▪ Unique drawing reference(s)
Photographs	<ul style="list-style-type: none"> ▪ Document of relevant photos
CIL Forms Click here	<ul style="list-style-type: none"> ▪ Form 1 ▪ Form 2 where CIL is liable (indicated in Form 1)
Biodiversity Net Gain (BNG) Click here	<ul style="list-style-type: none"> ▪ BNG metric and condition assessment – click here ▪ Scaled site plan showing on-site habitat and any irreplaceable habitat ▪ Date of assessment ▪ Degradation statement ▪ Exempt development - formal justification statement with evidence where necessary (if not declared in application form or clear in plans / photos)
Design and Access Statement	<ul style="list-style-type: none"> ▪ Justify the design approach and accessibility of a development. It must cover the site's context, design principles (amount, layout, scale, landscaping, appearance), and access arrangements for all users, policy context and how the proposal fits its surroundings
Correct Fee	<ul style="list-style-type: none"> ▪ Planning Portal Fee Calculator

Documents required:

Document	What is required	When it is required
Schedule of Development	Detailed schedule of the number and types of residential units proposed	Complex, phased and major development
Schedule of Plans and Documents	All submitted drawings, plans, documents with references / drawing numbers, revisions and dates	All developments
Essex SUDS Water Quantity and Quality Proforma	Complete LLDA Technical Assessment Proforma Sheet	All full and outline developments
Sustainable Drainage (SuDS) Strategy	Demonstrate how surface water will be managed to reduce flood risk	All developments (evidence required where SuDS would be inappropriate)
Flood Risk Assessment	The level of detail will depend on what flood zone the site is in, and the nature of the development. For larger or more vulnerable developments, it is likely that the flood risk assessment will need to be produced by a Specialist Flood Risk Consultant.	<ul style="list-style-type: none"> ▪ within flood zones 2 / 3 or at risk of surface water ▪ more than 1 hectare (ha) in flood zone 1 ▪ less than 1 ha in flood zone 1, which includes a change of use in development type to a more vulnerable class, and could be affected by flooding from any other source (e.g. surface water, groundwater, sewers / drainage systems, reservoirs) ▪ within 20 metres of any watercourse adjacent to or including, any flood bank or other flood control structure ▪ for more information on Flood Risk Assessments and the Environment Agency's standing advice - link
Affordable Housing Statement	Confirmation of policy compliant provision of on-site affordable housing, details of off-site provision, or details of the 'exceptional circumstances', including high level initial viability appraisal and proposed contribution figure where financial contributions are sought to be made. Note: This statement is public. Any private financial data should be provided in a clear, separate marked document so that it can be made sensitive but remains an up-front requirement.	All development of 10 or more net residential units

Biodiversity and ecology surveys and reports	<p>Ecological information should be submitted at the same time as the full or outline planning application as follows:</p> <ul style="list-style-type: none"> ▪ An Ecological Impact Assessment (EclA) in accordance with the EclA guidelines from CIEEM. ▪ Inform or incorporate Preliminary Ecological Appraisal (PEA) into the EclA in accordance with PEA guidelines from CIEEM. ▪ Surveys should be undertaken for protected species and priority species / habitats were identified as necessary through the PEA process - identify impact and propose mitigation where proposals are likely to affect 	Any development where there is a potential impact on biodiversity
Parking Assessment	Justify the level of parking proposed with the development and should include: surveys of parking capacity and occupancy levels on surrounding streets and parking areas; consideration of likely trip generation and parking accumulations for the proposed development with supporting evidence; and details of how the parking will be managed and how that will mitigate any under or over provision	All developments
Draft Travel Plan	<p>Long-term strategy to mitigate traffic impacts by promoting sustainable transport</p> <ul style="list-style-type: none"> ▫ identify and deliver sustainable transport interventions, behaviour changes and travel planning mechanisms ▫ Action plan – to monitor and review 	All developments that will generate significant amounts of movement
Transport Assessment / Statement	<ul style="list-style-type: none"> ▪ Evaluate impact of a development on the surrounding transport network <ul style="list-style-type: none"> ▫ Transport Statement - 'light touch' report for smaller scale projects with limited travel implications ▫ Transport Assessment – comprehensive, technical report for larger scale projects with significant travel implications 	Developments that generate significant traffic or movement

	<ul style="list-style-type: none"> ▫ Advised you seek pre-application advice with Essex County Council Highway Authority as to what document is required ▪ Government guidance - link 	
Refuse and Recycling Plan	A plan that indicates the location of bin storage and provides details of the size of bins and the design and materials of any proposed bin enclosure.	All developments that include single-family dwelling houses more than 25m from the highway or flats.
Arboricultural Impact Assessment (AIA)	<p>To include:</p> <ul style="list-style-type: none"> ▪ Tree survey ▪ Tree Constraints Plan ▪ Method Statement ▪ Tree Protection Plan 	<p>All development where:</p> <ul style="list-style-type: none"> ▪ Site is near or adjacent existing trees ▪ Protected trees or conservation areas are involved ▪ Construction could affect roots, canopies or soil conditions
Health Impact Assessment	Specify how the development will reduce "harms" caused by the development and incorporate positive health impacts	<ul style="list-style-type: none"> ▪ Residential developments of 50+ units ▪ Non-residential development creating more than 1000 sqm of commercial space ▪ For more information - link
Contamination Assessment	Assess potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land.	Where the site is known or suspected of being or including contaminated land
Noise Impact Assessment	The noise impact assessment should identify and quantify the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to mitigate any adverse issues identified by the assessment such that internal and external noise levels meet national guidance criteria. A noise impact assessment must be prepared by a qualified acoustician. The report should include details of any mitigation measures required	Proposed residential uses near existing noise sources, such as roads, railways and commercial premises OR proposals for development likely to generate noise affecting existing noise-sensitive areas
Heritage Statement	Describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the importance of the asset.	<p>Applications affecting, or within the setting of a:</p> <ul style="list-style-type: none"> ▪ conservation area ▪ listed building or structure ▪ other heritage asset

	<p>Should include:</p> <ul style="list-style-type: none"> ▪ Assess heritage significance – maps, photos, documents and other historical details ▪ Assess the impact – explain how the development would affect the asset and its setting ▪ Set out any mitigation – demonstrate the measures to preserve the asset and its setting such as details of materials and construction techniques ▪ Statement of justification for those works 	
Archaeological Assessment	Desk-based assessment, geophysical assessment or evaluation works assessing the extent and significance of archaeological deposits within the application site.	Developments within the setting of ancient monuments, or other archaeological constraints
Air Quality Assessment	Indicate the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary.	<p>May be required for proposals that would:</p> <ul style="list-style-type: none"> ▪ Include housing and is within or adjoining an Air Quality Management Area ▪ Require an Environmental Statement ▪ Require a Transport Assessment ▪ Result in increased traffic congestion, or create a change in traffic volumes or vehicle speed ▪ Significantly alter the traffic composition in an area (i.e. bus stations, HGV Parks etc.) ▪ Include new car parking (>300 spaces) or coach / lorry parks ▪ Effect sensitive areas such as ecological sites, or areas previously defined as having poor air quality (including Air Quality Management Areas)
Statement of Community Involvement	Details of how the community has been involved in the preparation of the planning application and the steps that have been taken to encourage this involvement.	All developments
Lighting Assessment	Assessment covering – light spillage; illumination details; impact to highway and nearby dwellings etc	All developments including schemes involving floodlighting
Daylight Sunlight Assessment	The Daylight Sunlight Assessment should use BRE (Building Research Establishment) guidelines.	Required for the following:

		<ul style="list-style-type: none"> ▪ proposals where there is potential adverse impact upon current levels of daylight/sunlight enjoyed by adjoining properties or buildings including associated gardens or amenity space ▪ to determine the quality of light within new units
--	--	---

Local Requirements ~ Change of Use

- If your development affects land where the owners of the land are known, you'll need to serve an [Article 13 Notice 1](#) on the owners or agricultural tenants
- If your development affects land where some or all of the owners of the land are not known, you'll need to publish an [Article 13 Notice 2](#) in a local newspaper
- This list contains the minimum requirements for a planning application to be accepted as valid, but we may need to request further information during the life of the application to enable it to be decided.

Required item	When it's required	Standard Expected
The correct form	All applications	Completed via the Planning Portal
Location plan	All applications	<ul style="list-style-type: none"> ▪ Ordnance Survey based ▪ Scale 1:1250 or 1:2500 ▪ Site clearly outlined with a red line ▪ Any other land in the applicant's ownership outlined with a blue line ▪ Two named public roads and surrounding buildings ▪ North point ▪ A scale bar
Floor Plans (Existing and Proposed)	All applications	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Room labels ▪ For multi-unit schemes, each unit should be numbered ▪ Unique drawing reference(s)
Elevations	Where external building works are proposed	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100

<i>(Existing and Proposed)</i>		<ul style="list-style-type: none"> ▪ Scale bar ▪ Unique drawing reference(s)
Sections / Finished Floor Levels <i>(Existing and Proposed)</i>	Where external building works are proposed or changes to floors	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Unique drawing reference(s)
Planning Statement / Design and Access Statement	Where external building works are proposed	<ul style="list-style-type: none"> ▪ Proposal consists of one or more new dwellings, or ▪ A building with a floor space of more than 100sqm, or ▪ Listed building
Biodiversity Net Gain (BNG) Click here	All applications (developments exempt from BNG requirements)	<ul style="list-style-type: none"> ▪ BNG metric and condition assessment – click here ▪ Scaled site plan showing on-site habitat and any irreplaceable habitat ▪ Date of assessment ▪ Degradation statement (if applicable) ▪ Exempt development - formal justification statement with evidence where necessary (if not declared in application form or clear in plans / photos)
CIL Form Click here	Where floorspace is to be created	<ul style="list-style-type: none"> ▪ Form 1 ▪ Form 2 where CIL is liable (indicated in Form 1)
Correct fee	All applications	<ul style="list-style-type: none"> ▪ Planning Portal Fee Calculator

Local Requirements ~ Outline Planning Applications

- If your development affects land where the owners of the land are known, you'll need to serve an [Article 13 Notice 1](#) on the owners or agricultural tenants
- If your development affects land where some or all of the owners of the land are not known, you'll need to publish an [Article 13 Notice 2](#) in a local newspaper
- This list contains the minimum requirements for a planning application to be accepted as valid, but we may need to request further information during the life of the application to enable it to be decided.

Required item	When it's required	Standard Expected
The correct form	All applications	Completed via the Planning Portal
Location plan	All applications	<ul style="list-style-type: none"> ▪ Ordnance Survey based ▪ Scale 1:1250 or 1:2500 ▪ Site clearly outlined with a red line ▪ Any other land owned by the applicant outlined with a blue line ▪ Two named public roads and surrounding buildings ▪ North point ▪ A scale bar
Site Layout or Block plan	All applications	<ul style="list-style-type: none"> ▪ Scale 1:200 or 1:500 for larger sites ▪ North point ▪ All existing buildings on the site ▪ All proposed buildings or extensions ▪ Roof plan (where roof is being altered) ▪ Site access details ▪ Roads, footpaths, and / or any public rights of way crossing or adjoining the site ▪ Parking spaces ▪ Boundary treatments ▪ Extent of any hard landscaping and drainage provision

		<ul style="list-style-type: none"> ▪ Trees and significant landscaping features on or neighbouring land where the roots or canopy spread over the site area ▪ Unique drawing reference(s)
Other drawings / details <i>(e.g. elevations, floor plans, street scene, sections)</i>	Outline applications with some matters reserved	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Room labels ▪ Existing and Proposed ▪ For multi-unit schemes, each unit should be numbered ▪ Unique drawing reference(s)
Photographs	All applications	<ul style="list-style-type: none"> ▪ Document of relevant photos
CIL Forms Click here	All applications	<ul style="list-style-type: none"> ▪ Form 1 ▪ Form 2 where CIL is liable (indicated in Form 1)
Biodiversity Net Gain (BNG) Click here	All applications	<ul style="list-style-type: none"> ▪ BNG metric and condition assessment – click here ▪ Scaled site plan showing on-site habitat and any irreplaceable habitat ▪ Date of assessment ▪ Degradation statement ▪ Exempt development - formal justification statement with evidence where necessary (if not declared in application form or clear in plans / photos)
Design and Access Statement	All applications	<ul style="list-style-type: none"> ▪ Justifies the design approach and accessibility of a development. It must cover the site's context, design principles (amount, layout, scale, landscaping, appearance), and access arrangements for all users
Correct Fee	All applications	<ul style="list-style-type: none"> ▪ Planning Portal Fee Calculator

Other documents may be necessary. See Documents required under [full](#) and [major](#) residential applications

Local Requirements – Permission in Principle

- **Minor housing-led development** (fewer than 10 dwellings, less than 1,000sqm of floorspace, or a site under 1 hectare)
- You can visit [GOV.uk](https://www.gov.uk) to find out about this type of planning application
- This list contains the minimum requirements for an application to be accepted as valid, but you may provide further information to support that the site is suitable in-principle.

Essential Documents	Standard Expected
The correct form	Completed, signed and dated
Location plan	<ul style="list-style-type: none"> ▪ Ordnance Survey based ▪ Scale 1:1250 or 1:2500 ▪ Site clearly outlined with a red line, and a blue line around any other land owned ▪ Two named public roads and surrounding buildings ▪ North point ▪ A scale bar
Correct fee	<ul style="list-style-type: none"> ▪ Planning Portal Fee Calculator
Additional Requirements	<ul style="list-style-type: none"> ▪ Where compulsory pre-application consultation is required by virtue of section 61W(1) of the Town and Country Planning Act 1990

Local Requirements – Technical Details Consent (following a grant of permission in principle)

- The validation requirements that you need to meet are the same as the development type that your proposal falls under.

Local Requirements ~ Listed Building Consent

- Demolish, alter or extend a listed building which would affect its character as a building of special architectural or historic interest

Required item	Standard Expected
National requirements	As stated

Location plan	<ul style="list-style-type: none"> ▪ Ordnance Survey based ▪ Scale 1:1250 or 1:2500 ▪ Site clearly outlined with a red line ▪ Any other land owned by the applicant outlined with a blue line ▪ Two named public roads and surrounding buildings ▪ North point ▪ A scale bar
Site Layout or Block plan	<ul style="list-style-type: none"> ▪ Scale 1:200 or 1:500 for larger sites ▪ North point ▪ All existing buildings on the site ▪ All proposed buildings or extensions ▪ Roof plan (where roof is being altered) ▪ Site access details ▪ Roads, footpaths, and / or any public rights of way crossing or adjoining the site ▪ Parking spaces ▪ Boundary treatments ▪ Extent of any hard landscaping and drainage provision ▪ Trees and significant landscaping features on or neighbouring land where the roots or canopy spread over the site area ▪ Unique drawing reference(s)
Full existing elevations and floor plans of property	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Room labels ▪ Unique drawing reference(s) ▪ <i>Green Belt development - full volume calculations of existing building(s) are required</i>
Full proposed elevations and floor plans of property	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Scale bar ▪ Room labels ▪ Unique drawing reference(s) ▪ <i>Green Belt development - full volume calculations of proposed development are required</i>

<p>Existing and Proposed Detail / Section Plans <i>(inc fixings / fittings detail)</i></p>	<ul style="list-style-type: none"> ▪ Scale 1:20, 1:50 or 1:100 ▪ Scale bar ▪ Unique drawing reference(s)
<p>Heritage Statement <i>(detail should be proportionate to the asset's importance)</i></p>	<ul style="list-style-type: none"> ▪ description of the heritage asset and its setting ▪ assessment of its significance ▪ evaluation of the impact of the proposed works ▪ justify the proposal and outline mitigation measures for any harm
<p>Photographs</p>	<ul style="list-style-type: none"> ▪ Document of relevant photos of outside and inside of the property
<p>Correct Fee</p>	<ul style="list-style-type: none"> ▪ Planning Portal Fee Calculator

Local Requirements ~ Tree works

- Where a tree(s) is protected by a Tree Preservation Order (TPO), use the specific information contained within the Tree Preservation Order (TPO) to complete the application. Using the details from the Order ensures that the tree(s) and supporting information are accurately identified
- The following are always required in order to validate an application for works to trees

Required item	Standard Expected
Tree works application form	<ul style="list-style-type: none"> ▪ Completed, signed and dated ▪ Precise specification of works – species identification, exact measurable work details, and reasons for work ▪ For further assistance in completing the form: link
Site Location / Sketch plan <i>(Not required to be to scale but must be accurate for an officer to locate the tree on-site)</i>	<ul style="list-style-type: none"> ▪ Identify location of tree(s) in relation to fixed structures (i.e. house, outbuildings) ▪ Boundaries (i.e. fences / walls) ▪ Two named public roads and surrounding buildings ▪ North point
Tree identification	<ul style="list-style-type: none"> ▪ State the species (if known) ▪ Use the numbering from the TPO's "First Schedule" if applicable
Photographs	Document of relevant photos of tree from multiple angles / locations
Evidence (if applicable)	By a qualified or specialist person describing any structural damage to property or in relation to tree health or safety.

Local Requirements ~ Advertisement Consent

Required item	Standard Expected
National requirements	As stated
Location plan	<ul style="list-style-type: none"> ▪ Ordnance Survey based ▪ Scale 1:1250 or 1:2500 ▪ Site clearly outlined with a red line ▪ Any other land owned by the applicant outlined with a blue line ▪ Two named public roads and surrounding buildings ▪ Indicate / show siting of adverts ▪ North point ▪ A scale bar
Elevations <i>(where advertisements would be attached / erected)</i>	<ul style="list-style-type: none"> ▪ Scale 1:50 or 1:100 ▪ Existing and proposed ▪ North point ▪ Show projection where installed on building ▪ Unique drawing reference(s)
Detailed drawings	<ul style="list-style-type: none"> ▪ Individual sign details (Scale 1:20) with written dimensions ▪ Materials, colours ▪ Illumination details (if applicable)
Photographs	<ul style="list-style-type: none"> ▪ Document of relevant photos of location of advertisements
Correct Fee	<ul style="list-style-type: none"> ▪ Planning Portal Fee Calculator
Supporting information in designated areas (listed buildings, conservation areas)	
This would normally include the following:	
Heritage / Supporting Statement	<ul style="list-style-type: none"> ▪ Explain and justify how the sign respects the building / area's character and appearance