



Westmorland
& Furness
Council

National and Local Planning Validation Requirements

July 2023



This document should be used by applicants and agents intending to submit planning applications to Westmorland and Furness Council.

Depending on your proposal, you are required to submit supporting information. These provide technical or other information we will need to validate your application.

Failure to provide the correct documents may result in your application being returned to you, or you may be asked to submit additional information as an amendment.

You can also read **guidance on making a valid application on GOV.UK**.

Table 1 - National validation requirements

1. Planning application form
2. Ownership certificate and agricultural land declaration (Part of the standard 1APP form)
3. The appropriate planning application fee
4. Design and access statement
5. Fire Statement
6. Site location plan
7. Existing and proposed site layout plan (block plan)
8. Existing and proposed elevations
9. Existing and proposed floor plans
10. Existing and proposed site sections, cross sections and finished floor/site levels
11. Street scene or contextual drawings
12. Existing and proposed roof plans
13. Environmental Impact Assessment



Table 1 - National validation requirements

Information required	Guidance	Where to look for further guidance
<p>Planning application form</p> <p>The standard 1APP form on the Planning Portal can be used for applications for all permissions, including for waste proposals.</p> <p>For new Minerals proposals (including associated Minerals Waste), a separate Minerals Application form should be completed. In addition there is a Supplementary Information Form which needs to be completed. This asks more detailed questions on minerals extraction, processing, disposal of mining and quarry waste, minerals exploration and oil and gas, and includes a mandatory section for all proposals on the environmental effects of the development. This section lists a range of potential impacts and asks for confirmation that relevant documentation to address that issue has been submitted with the application.</p>	<p>Applicants are encouraged to apply electronically. However, online submission of supporting information may not always be possible. In these circumstances, information can be submitted to us in hard copy, or electronically.</p> <p>Applications submitted electronically do not need to be accompanied by any further copies either of the application or accompanying information.</p> <p>Applicants who apply on a paper copy of the standard application form only need to provide one copy of a completed form and accompanying information.</p>	<p>Making an application - GOV.UK (www.gov.uk)</p>
<p>Ownership certificate and agricultural land declaration (Part of the standard 1APP form)</p> <p>A certificate which applicants must complete that provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants).</p> <p>The completed Ownership Certificate [A, B, C or D – as applicable] as required by Article 14 of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO).</p> <p>The completed, dated Agricultural Holdings Certificate as required by Article 14 of The Town</p>		<p>Making an application - GOV.UK (www.gov.uk)</p> <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 NOTICE UNDER ARTICLE 13 OF APPLICATION FOR PLANNING PERMISSION</p> <p>(Notice 1: This notice is to be printed and served on individuals if Certificate B or C is completed) notice1.pdf (planningportal.co.uk)</p>



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<p>& Country Planning (Development Management Procedure) Order 2015 (DMPO).</p> <p>In addition where Ownership Certificates B, C or D have been completed, notice[s] as required by Article 13 of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO) must be given and/ or published in accordance with this Article.</p>		
<p>The appropriate planning application fee</p>		<p>A Guide to the Fees for Planning Applications in England (planningportal.co.uk)</p> <p>Calculate your planning fee Planning Portal</p>
<p>Design and access statement</p> <p>A design and access (DAS) statement is a short report accompanying and supporting a planning application. It provides a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users.</p> <p>A DAS must explain the design principles and concepts that have been applied to the development. It must also demonstrate how the proposed development's context has influenced the design. The Statement must explain the applicant's approach to access and how relevant local policies have been taken into account, any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific</p>	<p>A Design and Access Statement will be required for:</p> <ul style="list-style-type: none"> • planning applications for Major developments (Erection of 10 or more dwellings, development of more than 1000 square metres or site area of more than one hectare) • planning applications in a conservation area providing one or more dwellings • planning applications in a conservation area providing a building or buildings where the floor space created is 100 square metres or more • all applications for listed building consent <p>Content of a Design and Access Statements for applications for listed building consent:</p> <p>The design and access statement should explain the design principles and concepts that have been applied to the development taking account of:</p> <ul style="list-style-type: none"> • the special architectural or historic importance of the listed building 	<p>Making an application - GOV.UK (www.gov.uk)</p>



Table 1 - National validation requirements

<p>issues which might affect access to the proposed development have been addressed.</p> <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long. For most straightforward planning applications, the DAS may only need to be a page long.</p>	<ul style="list-style-type: none"> the physical features of the building that justify its designation as a listed building the setting of the listed building issues relating to access to the building, including any alternative means of access that may have been considered <p>Also see Heritage statement of significance and impact in <i>Table 2 Local validation list</i> for Listed building applications and developments in a Conservation area.</p>	
<p>Fire Statement</p> <p>Measures to ensure fire safety matters are incorporated at the planning stage for schemes involving a relevant high-rise residential building.</p>	<p>Relevant buildings:</p> <ul style="list-style-type: none"> contain two or more dwellings or educational accommodation and meet the height condition of 18 metres or more in height, or 7 or more storeys <p>'Dwellings' includes flats, and 'educational accommodation' means residential accommodation for the use of students boarding at a boarding school or in later stages of education (for definitions see article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by article 4 of the 2021 Order.</p>	<p>Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK (www.gov.uk)</p>
<p>Plans & Drawings</p>		
<p>Site location plan</p> <p>The National requirements are for 'a plan which identifies the land to which the application relates'</p>	<p>This should be an up to date Ordnance Survey based plan:</p> <ul style="list-style-type: none"> drawn to a metric scale of 1:1250. If the site is very large or remote, a smaller scale may be used (1:2500) scaled to fit either A4 or A3 paper show the direction of North 	<p>Making an application - GOV.UK (www.gov.uk)</p>



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	<ul style="list-style-type: none"> • include nearby properties, their postal numbers or addresses and at least two named roads • the application site should be accurately edged in red <p>The red line should include all the land necessary to carry out the proposed development.</p> <ul style="list-style-type: none"> • for access to the site from the public highway • for installation of non-mains drainage (including pipework and soakaways) • visibility splays • landscaping • car parking/vehicle turning areas • open areas around buildings <p>If any of this land within the red line is outside the ownership of the applicant, Certificate B should be signed and the relevant notice served on the landowner(s).</p> <p>Any adjacent land or property within the applicant's ownership or control should be edged in blue.</p>	
<p>Existing and proposed site layout plan (block plan)</p>	<p>A site layout plan shows a detailed layout of the whole site and the relationship of the proposed works within the boundary of the site, adjacent roads and neighbouring buildings.</p> <p>Most applications will need both an existing and a proposed site layout plan.</p> <p>It should show the proposal in relation to site boundaries, other buildings and trees on or adjacent to the site and meet the following requirements:</p> <ul style="list-style-type: none"> • drawn to a suitable metric scale (For example 1:200 or 1:500) • show the direction of North 	<p>As more members of the public (especially neighbours), parish councillors and other interested parties view the plans online, we have had many comments that it is difficult to scale plans on line without some technical knowledge. We acknowledge that it is much easier for neighbours etc. to assess the impact of the proposal on their property if written metric measurements are included.</p>



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	<ul style="list-style-type: none">• the footprint of the proposed extension or new building etc. should be clearly identified (hatched or coloured). It should be shown in relation to site boundaries and existing buildings on the site with written metric dimensions of the extension/building and distances to all adjacent boundaries <p>The following should also be identified on this plan unless these would not influence or be affected by the proposal:</p> <ul style="list-style-type: none">• all the buildings, roads and public footpaths on land adjoining the site, including access arrangements• all public footpaths/bridleways crossing or adjoining the site• positions of all trees on the site or on adjoining land• the extent and type of any hard surfacing (parking areas, turning areas, pathways and location of refuse and recycling facilities) and boundary treatment (walls, fences or hedges)• any buildings to be demolished <p>For Minerals and Waste proposals the site plan would normally be at a scale of 1:2500 although larger scale plans may be appropriate in some cases.</p> <p>In addition to the above, site plans for Minerals and Waste proposals would also be expected to include the following as appropriate:</p> <ul style="list-style-type: none">• any land within or adjoining the site which has been used for mineral working or associated development, including the position of working/tipping faces, areas	
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	<p>restored and any planning permission references where known;</p> <ul style="list-style-type: none"> • existing contours at appropriate levels (intervals of no less than 10 metres) within and normally for a distance of at least 250m outside the site to illustrate the relationship of the site to the surrounding topography. For oil and gas, greater distances of at least 500m outside the site are necessary; • location and size of any proposed plant, machinery and buildings; • location and height of any outside bays; • location and height of any stockpiles, soil storage mounds and screening bunds; • maximum extent of any soil stripping and storage or other changes to ground level 	
<p>Existing and proposed elevations</p> <p>Elevation drawings show what a building will look like from the outside.</p> <p>Most applications will need both existing and proposed elevations metric scale of 1:100 or 1:50</p>	<ul style="list-style-type: none"> • drawings must be clearly annotated (existing and proposed) and (front, rear etc. or north, south etc.) • show all elevations of the building to be erected, altered or extended • show the whole of the existing building in relation to the proposed extension or alterations • where a property is attached to or is adjoining another building, show the elevations of that building so the proposed works may be clearly assessed • show the property boundary • show external building materials (for example walls, roof, window frames or doors) 	
<p>Existing and proposed floor plans</p> <p>Floor plans show the internal layout of a building.</p>	<ul style="list-style-type: none"> • show all floors of the building to be erected, altered or extended in relation to the rest of the building 	



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<p>Most applications will need existing and proposed floor plans metric scale of 1:100 or 1:50</p>	<ul style="list-style-type: none"> • label each room and include the positions of, for example, windows, walls, doors or stairs • label each floor • show any property boundary and parts of adjacent properties • state whether there will be any encroachment (foundations etc.) onto adjoining property • identify any areas to be demolished 	
<p>Existing and proposed site sections, cross sections and finished floor/site levels</p> <p>Site section plans or topographical survey plans should be provided for all applications where the application site is sloping or uneven. They will also be needed when the application site adjoins land on a different level or where any change in ground levels is proposed metric scale 1:500 or 1:200</p>	<p>Floor and site levels</p> <ul style="list-style-type: none"> • show existing and proposed site levels and the relationship of the proposed development to adjacent sites and buildings (with written metric measurements as appropriate) • include spot ground levels at prominent features and/or contours • specify a fixed and identifiable datum point • demonstrate how the proposed development will sit within the site • show north point <p>Cross sections</p> <ul style="list-style-type: none"> • show finished floor and ridge levels of buildings • show existing and proposed ground levels where significant engineering or cut and fill operations are proposed • show the points where the cross-sections have been taken on a site layout plan 	
<p>Street scene or contextual drawings</p> <p>Drawings showing elevations in the context of the street scene may be required to show the integration of the proposed design into the</p>	<ul style="list-style-type: none"> • show the height and outline of neighbouring buildings and position and size of windows and doors • show any differences in finished floor levels 	



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<p>existing neighbourhood. These are usually only required for new buildings that are visible from the road metric scale 1:100 or 1:200</p>	<ul style="list-style-type: none"> • show written metric dimensions for gaps between buildings • annotated to show the direction the street scene faces 	
<p>Existing and proposed roof plans</p> <p>Roof plans show the design of the roof from above and are needed when roof alterations are proposed. Existing and proposed roof plans are normally required metric scale 1:50 or 1:100</p>	<ul style="list-style-type: none"> • show positions of, for example: valley gutters, roof lights, solar panels, sun tunnels or chimneys 	
<p>Environmental Impact Assessment</p> <p>The aim of Environmental Impact Assessment (EIA) is to protect the environment by ensuring that when we decide whether to grant planning permission for a project, which is likely to have significant effects on the environment, we do so in the full knowledge of the likely significant effects, and take this into account when making a decision.</p> <p>The regulations set out a procedure for identifying those projects which should be subject to an Environmental Impact Assessment, and for assessing, consulting and coming to a decision on those projects which are likely to have significant environmental effects. An Environmental Impact Assessment will also ensure that the public are given early and effective opportunities to participate in the decision making procedures.</p>	<p>Screening Opinion</p> <p>If you are unsure whether a proposal requires an Environmental Impact Assessment (EIA) you may submit a request for a Screening Opinion.</p> <p>Section 6(2) of the EIA Regulations sets out the information to be submitted:</p> <p>(a) a plan sufficient to identify the land;</p> <p>(b) a description of the development, including in particular—</p> <ul style="list-style-type: none"> (i) a description of the physical characteristics of the development and, where relevant, of demolition works; (ii) a description of the location of the development, with particular regard to the environmental sensitivity of geographical areas likely to be affected; <p>(c) a description of the aspects of the environment likely to be significantly affected by the development;</p> <p>(d) to the extent the information is available, a description of any likely significant effects of the</p>	<p>Environmental Impact Assessment - GOV.UK (www.gov.uk)</p>



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	<p>proposed development on the environment resulting from—</p> <ul style="list-style-type: none"> (i) the expected residues and emissions and the production of waste, where relevant; and (ii) the use of natural resources, in particular soil, land, water and biodiversity; and <p>(e) such other information or representations as the person making the request may wish to provide or make, including any features of the proposed development or any measures envisaged to avoid or prevent what might otherwise have been significant adverse effects on the environment.</p> <ul style="list-style-type: none"> (ii) a description of the location of the , with particular regard to the environmental sensitivity of geographical areas likely to be affected; <p>When we receive the request for a screening opinion we will consult with relevant organisations and reply to the request within 21 days. If we consider that the proposal could have significant effects on the environment we will require an Environmental Impact Assessment to be submitted with the planning application. We will let you know the outcome of the screening opinion in writing.</p> <p>Scoping Opinion</p> <p>If you are sure that a proposal is an Environmental Impact Assessment Development (by virtue of either Schedule 1 or Schedule 2 of the Regulations) or from the results of a screening opinion, then you may submit a scoping opinion.</p> <p>You will need to include the following information with your request:</p>	
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	<ul style="list-style-type: none">• site location plan (1:1250 or 1:2500)• description of the proposal and its possible effects on the environment <p>The request should provide sufficient information so that we can agree the scope of the Environmental Impact Assessment.</p> <p>We will consult all relevant specialists and the developer as part of the process. We must issue the scoping opinion within 5 weeks. This period may be extended if the developer agrees in writing.</p> <p>We will then confirm what we consider to be the main effects of the development and the topics that the environmental statement should cover. This does not prevent us from requesting additional information as part of the EIA process.</p>	
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