



Planning Department Validation Criteria

APPLICATIONS FOR PLANNING PERMISSION

Whilst not a formal validation requirement, when submitting major applications via the Planning Portal or by post, applicants are strongly encouraged to follow the code of practice detailed below. By doing this, you will greatly assist the Local Planning Authority in processing your application and minimising the registration time period. This will enable your application to be assessed more quickly than if the Local Planning Authority has to collate the documents accompanying any application.

- A coversheet listing all submitted documents
- A hard copy of the application to be submitted
- A disc of the application to be submitted with all documents clearly labelled as to what they represent (as opposed to just drawing numbers – e.g. 'proposed site layout')
- All electronic files (via portal and on disc) should be no more than 10MB and clearly labelled as to what they represent (as opposed to just drawing numbers – e.g. 'proposed site layout'). Where a document is more than 10MB, it should be broken down so that no one part exceeds 10MB and the disaggregated elements clearly labelled to refer back to the main document.
- Where multiple applications are submitted which rely on documents applicable to more than one application, that document should be attached to each application.

Please also refer to the **Validation Guidance Notes** which are designed to inform applicants of the necessary level of information required to satisfy the validation requirements detailed below, and to minimise any delays in the assessment of any application.

NATIONAL REQUIREMENTS (One copy of all documents unless stated otherwise)

Completed form	<input checked="" type="checkbox"/>	
Completed Ownership Certificate	<input checked="" type="checkbox"/>	
Agricultural Holdings Certificate as required by Article 12 of the Town and Country Planning (Development Management Procedure) Order 2010	<input checked="" type="checkbox"/>	
Design and Access Statement – Required for:- <ul style="list-style-type: none"> • All major planning applications • Where any part of the development is in a designated area, development consisting of— <ul style="list-style-type: none"> (i) the provision of one or more dwellinghouses; or (ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more. <p>A Design and Access Statement is not required for applications for planning permission:-</p> <ul style="list-style-type: none"> (a) for permission to develop land without compliance with conditions previously attached, made pursuant to section 73 of the 1990 Act¹⁴; 	<input checked="" type="checkbox"/>	

<p>(b) for the grant of a replacement planning permission subject to a new time limit</p> <p>(c) for engineering or mining operations;</p> <p>(d) for a material change in use of the land or buildings;</p> <p>(e) for development which is waste development</p> <p>A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with.</p> <p>A design and access statement should be proportionate to the complexity of the application, but need not be long.</p> <p>Access Statements will however be required for all applications for changes of use to uses which introduce the provision of services to the public.</p>			
The appropriate fee		<input checked="" type="checkbox"/>	
Location plan (at a scale of 1:1250 or 1:2500)		<input checked="" type="checkbox"/>	
Site plan (at a scale of 1:200 or 1:500)	YES	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Block plan (at a scale of 1:100 or 1:200)	YES	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Elevations (requirements even for blank elevations)			
Existing front elevation (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Existing rear elevation (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Existing side elevation (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Existing opposite side elevation (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Proposed front elevation (at scale 1:50/1:100)	YES	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Proposed rear elevation (at scale 1:50/1:100)	YES	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Proposed side elevation (at scale 1:50/1:100)	YES	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Proposed opposite side elevation (at scale 1:50/1:100)	YES	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Floor plans			
Existing floor plans (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Proposed floor plans (at scale 1:50/1:100)	YES	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Sections and finished floor and site levels			
Existing and proposed site sections (at scale 1:50/1:100)	YES	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Existing and proposed finished floor levels (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Roof plans (for dormer extensions/roof alterations etc)			
Existing roof plans (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Proposed roof plans (at scale 1:50/1:100)	YES	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
It would be helpful in the processing of your application if you would provide an electronic version of your plans on a CD as well as the paper copies.			

LOCAL REQUIREMENTS FOR ALL APPLICATIONS		
Air Quality Assessment for All development requiring an Environmental Impact Assessment All development significantly altering the traffic composition in an area (i.e. bus stations, HGV Parks etc), All development include proposals for new car parking (>300 spaces) or coach / lorry parks.	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Archaeological assessment for proposed development includes new building or ground disturbance on or adjoining a site of archaeological interest.	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Bat/barn owl survey for all developments where bats are known to be present in buildings and barn conversions	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Contaminated Land Assessment with identification of mitigation measures for operational development on all applications subject to Environmental Assessment, on sites where contamination is known to exist, or when the proposed development would be particularly vulnerable to the effects of contamination. Applicants are strongly advised to contact the Environmental Protection Unit (Environmental.Health@liverpool.gov.uk) to ascertain whether their proposal falls within any of the definitions referred to above so as to avoid any potential delay in the validation of their application.	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Environmental Impact Assessment (EIA) as per the requirements set out within the (Environmental Impact Assessment) Regulations (1999). Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Please refer to guidance for further information.	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Flood Risk Assessment for all development adjacent to brooks, ditches or canals, and for all development on sites of over 1.0 hectare within Zone 1 and all development within Zones 2 & 3 on the Environment Agency Flood Plain.	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Flues & Ventilation extraction details (including elevations) for all applications relating to the sale or preparation of cooked food, laundrettes and other uses where air conditioning or extraction equipment is required.	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Habitat Survey for all operational development on an identified site of nature conservation importance, e.g. SSSI, SAC, Ramsar site, all development adjacent to a brook/ditch/canal, or on any identified Site of Nature Conservation Value in the Liverpool Unitary Development Plan.	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Heritage/National Planning Policy Framework Statement (Para 128) for all developments when proposals affect the historic environment, including historical, archaeological features and for development affecting a Scheduled Ancient Monument.	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Lighting assessment to include a lux contour diagram showing lux levels to adjacent sites for all proposals including the provision of significant external lighting or for all applications involving floodlighting.	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Lifetime Homes checklist for all residential development	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Minimum Accessibility Standard Assessment (MASA). All developments should complete the assessment prior to submitting a planning application, with the exception of those proposing minor developments (as defined in Table 1.1 of the Transportation – 'Ensuring a Choice of Travel' Supplementary Planning Document)	YES <input checked="" type="checkbox"/> Please refer to Transport Statement	N/A <input type="checkbox"/>

Parking layout/access plan for all development including parking layout and access alterations. Plan at scale of 1:100/1:200 detailing parking layouts and manoeuvring space.	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Refuse storage details will be required for all applications which should demonstrate that it can be accommodated within the curtilage of the development site.	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Retail Impact Assessment for out-of-town centre retail/town centre uses exceeding 2,500 square metres in gross floorspace.	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Sections and finished floor and site levels Existing and proposed site levels/sections (at an appropriate scale) where there is a material change in levels between the application site and any adjacent site.	YES <input type="checkbox"/> YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/>
Transport Assessment for development where it exceeds the limits defined on pages 43 and 44 of the Ensuring a Choice of Travel SPD	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Tree survey for new build development or non-residential development where the site is covered by Tree Preservation Order, or where development is proposed within 3 metres of the outer extent of the canopy spread of any tree on site a tree survey and Arboricultural implication assessment will be required which conforms to the guidance contained with British Standard 5837 (2012) – Trees in relation to design, demolition and construction recommendations.	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Windows Detail Where the proposal involves the replacement of windows to a building in Conservation Areas or to a Listed Building then sectional details of the proposed windows (at scale 1:5) will be required	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
LOCAL REQUIREMENTS FOR SPECIFIC APPLICATION TYPES		
For new external access ramps Ground floor plan at scale of 1:50/1:100 detailing position and gradient of ramp Drawing of barrier/handrails at scale of 1:20/1:50	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
For residential conversions involving use of basements Sections at 1:50 detailing both internal floor level of conversion and external ground level.	YES <input type="checkbox"/> <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
For residential conversions involving use of roofspace Internal section at 1:50 through roofspace demonstrating headroom and position of rooflights/other openings	YES <input type="checkbox"/> <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
For new shopfronts Section at 1:50 detailing projection of any signage, canopies and roller shutters Detailed specification of any proposed roller shutters including colour, materials and degree of permeability	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
For planning applications involving telecommunications development	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Evidence that the developer has given appropriate notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 of the General Permitted Development Order 1995.	<input type="checkbox"/>	
Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of Liverpool John Lennon airport, evidence that the developer has notified the Civil Aviation Authority, Secretary of State for Defence or the Aerodrome operator in accordance with A.3 (2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.	<input type="checkbox"/>	
Layout Plan at scale of 1:100/1:200 detailing position of structure	<input type="checkbox"/>	
Elevation Plan at scale of 1:50/1:100 detailing height of structure.	<input type="checkbox"/>	

Section through structure at scale of 1:10/1:20 detailing width of structure.		<input type="checkbox"/>		
Certificate/Statement confirming compliance with of ICNIRP (International Commission on Non-ionizing Radiation Protection) and diagram indicating beam of greatest intensity.		<input type="checkbox"/>		
Existing and proposed coverage maps.		<input type="checkbox"/>		
Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area.		<input type="checkbox"/>		