

Planning Permission Validation Checklist

All plans should include an accurate scale bar, the scale and the paper size, site address and drawing number.

We would recommend a maximum print size of any document or drawing not to exceed A1 size.

Application Form

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| When required? | All applications – guidance is available to download on our website |
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Ownership Certificate

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| When required? | All applications – completed certificate stating the ownership of the application site |
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Fee

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| When required? | Planning applications incur a fee |
| What information is required? | The correct fee – full details can be found on the Council’s website |

Location Plan – Scale 1:1250 or 1:2500 on A4

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| When required? | All applications |
| What information is required? | <ul style="list-style-type: none"> • Up to date map with site edged clearly with a red line • The direction of north should be shown • Where practicable at least two road names should be shown • The plan must cover a large enough area to enable the location to be easily found • A blue line should be drawn around any other land owned by the applicant |

Site/Block Plan – Scale 1:500 or 1:200

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| When required? | All applications excluding change of use where no external alterations are proposed |
| What information is required? | The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site, details of all proposed parking should be shown on the drawings. Any trees or public rights of way affected by the development should be shown together with any boundary walls or fencing proposed as part of the development |

Design and Access Statement

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| When required? | Any major development (10 houses or 1000 or more square metres of floorspace) anywhere in Thanet. Development in Conservation Areas where the proposal is for the provision of 1 or more dwelling houses or the provision of a building or buildings where the floor space created is 100square metres or more. |
| What information is required? | <ul style="list-style-type: none"> • Explain the design principles and concepts that have been applied to the development. • Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account • Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account • State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and • Explain how any specific issues which might affect access to the development have been addressed. |

Existing Elevations – Scale 1:100 or 1:50

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| When required? | Where alterations and/or extensions to an existing building are proposed. |
| What information is required? | Drawings that clearly show the existing appearance of the building, with all elevations clearly labelled. |

Proposed Elevations – Scale 1:100 or 1:50

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| When required? | For all new buildings and for all proposals where extensions or alterations to an existing building are proposed |
| What information is required? | Drawings that clearly and accurately show any elevations that would be created or altered by the development . Where new buildings or structures are proposed, plans should show the relationship of the new building to neighbouring buildings |

Existing and Proposed Floor Plans – Scale 1:100 or 1:50

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| When required? | For all new buildings and for all proposals where external alterations and extensions are proposed and a change of use of buildings to any residential use is proposed |
| What information is required? | Drawings that clearly and accurately show any floorplans that would be created or altered by the development; These should highlight any walls to be demolished and show the uses of any proposed new rooms. |

Existing and Proposed Street Scene – Scale 1:100

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| When required? | |
| What information is required? | |

Existing and Proposed Roof Plans – Scale 1:100 or 1:50

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| When required? | Where any roof is being altered. |
| What information is required? | The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating. |

Site Sections/levels– Scale 1:100 or 1:50

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| When required? | When a change in level is proposed eg on a sloping site |
| What information is required? | These should show existing and proposed site levels, and finished floor levels, with levels related to a defined datum point. |

Heritage Statement

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| When required? | Where demolition of a building/structure in a Conservation Area is proposed |
| What information is required? | Assessment of the contribution of the building to the character and appearance of the Conservation Area. Explanation and justification for the proposed demolition. This can be included within a design and access statement. |

Site Survey– Scale minimum of 1:200

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| When required? | New build residential development |
| What information is required? | Topographical survey showing existing features and levels |

Ecological Assessment/Protected Species Survey [Phase One]

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| When required? | <ul style="list-style-type: none"> • Where the proposal affects a traditional timber framed building (for example a barn or oast house) • Development of meadows, grassland, parkland and pasture on, adjacent to or linked to the site be other semi-natural habitat • Ponds or slow flowing water bodies (e.g. ditches) are found on or within 500 metres of the site and linked by semi-natural habitat • Rough grassland on or immediately adjacent to the site |
| What information is required? | An Ecological Assessment to establish what protected species may be using the site, when likely to concentrate on bats/breeding birds, reptile, badger, great crested newt, water vole, invertebrate and where they are found, proposals for mitigating the impact of the development |

□ Flood Risk Assessment

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| When required? | When the development is within Environment Agency Flood Zone areas 2 or 3 OR is over 1 hectare in size in Flood Zone 1 |
| What information is required? | Flood Risk Assessment Detailed Guidance from the Environment Agency can be found at: http://www.environment-agency.gov.uk/research/planning/82584.aspx |

□ Foul and Surface Water Assessment

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| When required? | For all major development other than changes of use where there will be no material change in foul or surface water discharges |
| What information is required? | Foul and Surface Water Assessment http://www.kent.gov.uk/waste-planning-and-land/flooding-and-drainage/sustainable-drainage-systems |

□ Contaminated Land Assessment

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| When required? | For redevelopment of former petrol filling sites; commercial garages; landfill sites and other brownfield sites where contamination is known or suspected |
| What information is required? | Desk based study. Report of on-site investigative reports if warranted by desk study |

□ Tree Survey/Arboricultural Survey

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| When required? | When the development will affect any trees covered by a Tree Preservation Order or within a Conservation Area, or if the proposal is likely to affect trees within the application site or adjacent to the site including street trees. |
| What information is required? | This must include survey drawings showing the position of any existing trees and their canopy spread, trees to be felled and any pruning required during and after construction. |

□ Ventilation/Extraction Details

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| When required? | For proposed new restaurants; hot food takeaways and public houses and other premises selling/serving hot food when installing ventilation/extraction units |
| What information is required? | Details of the ventilation/extraction proposals, including the associated alterations/additions to the external appearance of the building required to accommodate them |

□ Transport Assessment

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| When required? | Residential development of 100 dwellings; Retail and/or employment/leisure uses of 1000m2.or more; and waste management facilities |
| What information is required? | Transport implications of the proposal, including access to the site by different modes and impact on any nearby trunk road |

□ Functional and viability Assessment

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| When required? | When the proposal includes an isolated dwelling in the countryside for agricultural; equestrian or other rural based enterprises business |
| What information is required? | Professional assessment by independent expert/consultant on whether there is an essential need for a rural worker to live near their place of work in the countryside |

□ Noise Impact Assessment

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| When required? | For industrial uses falling within class B2 (general industrial uses) and that are proposed within 10 metres of a boundary with residential property and waste management facilities. For proposed residential uses that are adjacent to or within close proximity of noise generating industrial uses |
| What information is required? | A professional noise assessment that demonstrates the impact of the use on the amenity of existing residential properties or in the case of proposed new residential development demonstrates the likely impact on the amenity of the occupiers of the proposed dwellings including any mitigation proposals |

□ Landscape and visual Impact Assessment

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| When required? | Proposals for major development outside or adjacent to the urban confines |
| What information is required? | A professional landscape and visual impact assessment that demonstrates the impacts on the character and appearance of the landscape and includes mitigation strategy (if proposed). |