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Local validation checklist

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Plans

- Location plan – up to date plan showing 2 named roads and containing a north point to a metric scale 1:1250 with curtilage (boundary) of the site edged in red, showing clearly all affected neighbours surrounding the property. Any adjoining land that you own should be outlined in blue.
- Detailed plans - see specification application type below for guidance

In terms of supporting plans the following may be needed

Section drawings

- Required for applications where a proposal involves a change in ground levels – drawings should be submitted to show both existing and finished levels.
- On sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed buildings.

These should:

- Be drawn to a recognised metric scale preferably at 1:50 or 1:100
- Show a cross section through the proposed building(s)
- Wherever possible, the drawings should contain existing site levels and finished floor levels (with levels related to a fixed datum point off-site) and also show the proposals in relation to adjoining buildings.

Section drawings may also be requested in other cases by officers. The drawings may take the form of contours, spot levels or cross/long sections as appropriate.

Street scene elevations

Required for:

- Major developments where requested during pre-application discussions
- New buildings in prominent or sensitive locations
- New buildings on infill plots

Photographs and photo-montages

These can provide useful background information and can help to show major developments can be satisfactorily integrated within the street scene. Photographs should be provided if:

- The proposal involves the demolition of an existing building
- The proposal affects a Conservation Area or a Listed Building, Locally Listed Building or their setting
- The proposal would affect a locally listed building or its setting
- The application is for wind turbines.
- The proposal is for a building over 15metres in height

- The proposal is for a building of any height which is substantially taller than the predominant height of surrounding buildings
- The proposal would make a significant impact on the skyline
- The proposal would have a significant impact on the townscape or landscape they are requested during pre-application discussions

Supporting documents (see also below)

Design and access statement - needs to explain and justify the following :

- Amount of development and how it is distributed around the site
- Use to which the development will be put
- Layout of buildings, routes and spaces
- Scale of buildings (height, width and length) in relation to their surroundings
- Appearance : external form of building - architecture, materials, decoration, lighting etc
- Landscaping of private and public spaces with the site and showing boundary treatment
- Access to the develop (not internal with building) : equal and convenient access for all people

A design and access statement is required for -

- Applications for major development, as defined in [article 2 of the Town and Country Planning \(Development Management Procedure \(England\) Order 2015](#);
- Applications for development in a designated area, where the proposed development consists of:
 - one or more dwellings; or
 - a building or buildings with a floor space of 100 square metres or more.
- Applications for listed building consent.

For the purposes of Design and Access Statements, a designated area means a Conservation Area.

Householder application

- 1 fully completed application form
- 1 location plan
- 1 copy of a detailed plan showing existing and proposed floor layout(s) and elevational plan of the proposed development within its site boundaries drawn to a metric scale
- 1 completed ownership/agricultural holdings certificate
- Fee
- If the house is in a Conservation Area or is a Listed or Locally Listed Building you will also need to submit a Heritage Statement

Advertisement consent

- 1 fully completed copy of application form
- 1 copy of location plan. Plan must also show the direction of north and must include at least 2 named roads
- 1 copy of detailed plan drawn to a metric scale with details of any illumination, dimensions and precise location of the sign(s)
- 1 copy of cross sectional drawing showing the extent of projection of signage on the building
- Fee

Certificate of lawfulness (Existing use)

- 1 fully completed application form
- 1 copy of location plan
- 1 copy of floor layout plans, metric scale not needed
- 1 sworn affidavit is required to support the application (in addition bills, rent book, tenancy agreements etc should be submitted to support the application)
- Fee

Certificate of lawfulness (Proposed use/Development)

- 1 fully completed application form

- 1 copy of location plan
- 1 copy of detailed plans showing existing and proposed floor layout(s) and elevational plans to a metric scale
- A sworn statement regarding the current use of the land or premises
- Fee

Full planning/Outline/Reserved matters application

(Full planning applications cover all non householder applications and include changes of use).

- 1 fully completed application form
- 1 copy of location plan
- 1 copy of detailed plans showing the proposed development within its site boundaries, existing and proposed floor layouts and elevational plans drawn to metric scale if applicable
- Design and access statement (see above for those applications requiring a design and access statement)
- Ownership/agricultural holdings certificate
- Fee
- If the site is in a Conservation Area or is a Listed or Locally Listed Building you will also need to submit a Heritage Statement

Listed building consent

- 1 fully completed application form
- 1 copy of location plan
- 1 copy of existing and proposed floor layouts and elevational plans of proposed development within its site boundaries drawn to a metric scale
- Design and access statement
- Heritage Statement
- No fee required

Tree Preservation Order

- 1 copy of application form
- 1 copy of detailed plan showing clearly and accurately location of trees to be worked on in relation to surrounding properties
- No fee required

Prior Approval applications

- 1 fully completed application form
- 1 copy of location plan
- 1 copy of detailed plans showing the proposed development within its site boundaries, existing and proposed floor layouts and elevational plans drawn to metric scale if applicable
- A sworn statement regarding the current use of the land or premises
- fee

Variation of condition/Removal of condition

- 1 fully completed application form
- 1 copy of location plan
- Fee

Non material amendment to existing planning permission

- 1 fully completed application form
- 1 copy of location plan
- 1 copy of detailed plans showing the proposed development within its site boundaries, existing and proposed floor layouts and elevational plans drawn to metric scale if applicable
- Fee

Application for discharge of planning condition(s)

- 1 fully completed application form
- 1 copy of location plan
- 1 copy of detailed plans or information required to be submitted as part of the condition
- Fee

In addition the following Documents and Plans/Supporting Information are required in some cases –

Bat survey – Any application involving demolition as part of the development or where requested as part of any pre application discussion

Management statement – if the proposal involves holiday flats, student accommodation, a children’s nursery or any form of care home (children, old people, dementia etc) or where requested as part of any pre application discussion

Planning statement – required for major applications or where requested as part of any pre application discussion

Drainage statement - required for major applications or where requested as part of any pre application discussion

Heritage statement - required for development affecting a listed building or its setting, in conservation areas, affecting a locally listed building or its setting or affecting an area of archaeological interest or where requested as part of any pre application discussion

Ecological statement – required for development affecting a site of Special Scientific Interest or its setting, required for development affecting a biological heritage site or its setting, development of greenfield sites, development of brownfield sites which have been re vegetated or sites close to ponds or watercourses or where requested as part of any pre application discussion

Sequential test statement - required for retail, leisure, office and hotel development not in the town centre and in the case of hotel development not in the resort core (as defined on the proposals map to the Blackpool Local Plan 2001-2016) or where requested as part of any pre application discussion

Transport statement - required for major applications for residential and commercial development or where requested as part of any pre application discussion

Accessibility questionnaire - required for major applications for residential and commercial development and applications in the defined countryside areas as shown on the proposals map to the Blackpool Local Plan 2001-2016 or where requested as part of any pre application discussion

Retail statement – required for all retail developments not in the town centre, district centres or local centres or where requested as part of any pre application discussion

Noise impact assessment – required for developments which may introduce a noise source(s) which may cause a loss of amenity or introduce noise sensitive development into a noisy area or where requested as part of any pre application discussion

Tree survey/Statement – required for all applications where trees are present on the site or where requested as part of any pre application discussion

Archaeological assessment – required where the development would affecting an area of archaeological interest or where requested as part of any pre application discussion

Flood risk assessment – required for developments in flood zone 3 and 2 and for sites over 1 hectare in Flood Zone 1 or where requested as part of any pre application discussion

Viability assessment – required for major developments where viability is likely to affect the ability to make contributions towards affordable housing, open space, education, health care and transportation requirements or where requested as part of any pre application discussion

Lighting assessment – required for developments where floodlighting is proposed and for major developments or where requested as part of any pre application discussion

Environmental statement – required for schedule 2 projects which exceed the thresholds set out in the Town and Country Planning (Environmental Impact Assessment Regulations) 1999 (as amended 2011 and 2015). The council suggests applicants request a screening opinion for all major development proposals

Statement of pre application consultation/publicity - required for major developments or where it has been recommended as part of pre application advice

Air quality assessment – required for major applications for redevelopment of sites within or on the edge of the eastern part of Blackpool town centre as defined on the policies maps to the Blackpool Local Plan: Part 1 – Core Strategy 2012-2027

Contaminated land report – required for previously developed sites or where requested as part of any pre application discussion

Sunlight/Daylight assessment – required for buildings which are taller than the surrounding buildings or where requested as part of any pre application discussion

Height above ordnance datum – for sites within the safeguarding zone for Blackpool Airport as defined on the proposals map to the Blackpool Local Plan 2001-2016 or for tall buildings outside the zone or where requested as part of any pre application discussion

Applications can be [submitted on line via the Planning Portal](#)

Data protection

The information provided on application forms will be held for the purpose of carrying out the planning service to meet the council's statutory duties. The information will be made available for public inspection, included on the councils website and will be disclosed to other council sections and other statutory bodies.

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