

## Local validation checklist – Full Planning Permission and Listed Building Consent

This checklist has been created in order to clarify what information Stroud District Council requires to be submitted with your planning application. Any application submitted that does not provide the necessary information will not be validated and will not be progressed. If an invalid application is submitted, Officers will set out what further information is required in writing. Any application that remains invalid after 21 days will be returned and an administration fee charged.

Applications can be made via the Planning Portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk)  
Alternatively, please submit one copy of each document and plan and send to [planning@stroud.gov.uk](mailto:planning@stroud.gov.uk)

For further information about the level of detail required for plans, please view the Council's [Drawing Standards document](#).

If after viewing the Drawing Standards you are still unsure about what needs to be supplied with your planning application, please contact us on 01453 766321 or by emailing [planning@stroud.gov.uk](mailto:planning@stroud.gov.uk)

**Please note:** Stroud District Council reserves the right to request further information not listed below that is reasonably required for the determination of your planning application.

National Requirement List	Tick when provided
<b>Completed application form</b> (including ownership certificate, either A, B, C or D)	
<b>Correct fee</b> (where necessary) Planning portal fee calculator <a href="https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=">https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=</a> Stroud District Council website <a href="https://www.stroud.gov.uk/media/558323/planning-fees-january-2018.pdf">https://www.stroud.gov.uk/media/558323/planning-fees-january-2018.pdf</a>	
<b>Design and Access Statement</b> Required for development: <ul style="list-style-type: none"> <li>• that is major development</li> <li>• of one or more dwelling in a Conservation Area</li> <li>• of 100sqm new floor space to be created in a Conservation Area</li> <li>• for applications for listed building consent</li> </ul>	
<b>Site location plan (at a scale of 1:1000, 1:1250 or 1:2500)</b> Application site outlined in red All other land in the applicant's ownership outlined in blue Plan must detail names of surrounding roads and be large enough to easily locate the site	
<b>Block Plan (at a scale of 1:200 or 1:500)</b> (Existing and proposed) Block plan must show: <ul style="list-style-type: none"> <li>• The proposed development in relation to the site boundaries and adjacent buildings.</li> <li>• Any existing or proposed structures on the site.</li> <li>• Any existing or proposed trees or public rights of way affected by the development.</li> <li>• Any new boundary treatments.</li> <li>• Proposed parking areas.</li> <li>• Surface water drainage.</li> </ul>	
<b>Elevations (at a scale of 1:100 or 1:50)</b> (Existing and proposed)	



Proposed elevations must show the proposed development in relation to any adjacent buildings. Proposed elevations must be provided for each elevation and be clearly labelled.	
<b>Floor plans (at a scale of 1:100 or 1:50)</b> (Existing and proposed) Should clearly indicate any walls being demolished.	
<b>Roof plans (at a scale of 1:100 or 1:50)</b> (Existing and proposed)	
<b>Site sections (at a scale of 1:50 or 1:100 through buildings or 1:200 or 1:500 through land)</b> Site sections should clearly indicate any changes in land levels, finished floor levels and the relationship to any neighbouring development. Gradients and retaining structures must be clearly detailed including any information relating to drainage.	
<b>Finished Floor and Site Levels (at a scale of 1:200 or 1:500) with a fixed datum point</b>	
<b>Listed Building Drawings</b> at a scale of not less than 1:20 <ul style="list-style-type: none"> <li>To show joinery, panelling, fireplaces, plaster moulding etc.</li> <li>1:5 sections may be required e.g. for glazing bar/cill sections</li> </ul>	
<b>Heritage Statement</b> Must include a full schedule of proposed works. Required if the proposed development may affect a designated or undesignated heritage asset and <ul style="list-style-type: none"> <li>including archaeologically sensitive areas,</li> <li>Ancient monuments,</li> <li>The building is Listed or may affect the setting of a Listed Building,</li> <li>Registered Parks and Gardens,</li> <li>Development in or affecting the character of a Conservation Area</li> </ul> For further information see the Historic England website, available at <a href="https://historicengland.org.uk/services-skills/our-planning-services/charter/working-with-us/">https://historicengland.org.uk/services-skills/our-planning-services/charter/working-with-us/</a>	
<b>Other Plans</b> Any other plans that may be required in order to determine the application such as detailed drawings of specific architectural features and joinery details. Drawn to a scale of at least 1:20.	
<b>Photographs</b> Including internal and external areas and features and any elements to be demolished.	
<b>Structural Survey</b> A survey of the building, including information on efforts to retain the structure in a sustainable condition.	

Local Requirement List – in alphabetical order (please note not all requirements may be applicable)	Tick when provided
<b>Affordable Housing Statement</b> Required where a proposal should include the provision of affordable housing under Stroud District Local Plan (SDLP) Policy CP9: <ul style="list-style-type: none"> <li>Number, mix and tenure of units</li> <li>Gross internal floor area per unit in m<sup>2</sup></li> <li>Viability appraisal must be provided if less affordable units than required are proposed. District Valuer will undertake an independent assessment of the viability assessment at the applicants' expense.</li> <li>Affordable Housing will be secured by way of a S106 Legal Agreement, further information can be found at <a href="https://www.stroud.gov.uk/media/241797/planning-obligations-spd-final.pdf">https://www.stroud.gov.uk/media/241797/planning-obligations-spd-final.pdf</a></li> </ul>	
<b>Agricultural/Forestry Dwelling Justification</b> In accordance with SDLP Policy CP15, such a statement must include: <ul style="list-style-type: none"> <li>Functional and financial justification</li> </ul>	

<ul style="list-style-type: none"> <li>• Demonstration of why development is essential to enhance or support sustainable farming or forestry enterprise</li> </ul>	
<p><b>Air Quality Assessment</b></p>	
<p><b>Archaeological Assessment</b> For developments that includes new buildings or ground disturbance on or adjoining a heritage asset of archaeological importance. Further details and guidance can be found on the Gloucestershire County Council website, available at <a href="https://www.gloucestershire.gov.uk/planning-and-environment/archaeology/archaeological-planning-advice/">https://www.gloucestershire.gov.uk/planning-and-environment/archaeology/archaeological-planning-advice/</a></p>	
<p><b>Biodiversity Survey</b> You should submit a biodiversity survey when the development proposal (including any off-site works) will affect:</p> <ul style="list-style-type: none"> <li>• Designated sites</li> <li>• Priority Habitats</li> <li>• Other biodiversity features</li> <li>• Species protected by law</li> <li>• Priority Species</li> </ul>	
<p><b>Daylight/Sunlight Assessment</b> Required to show the impact of the proposed development on a neighbouring property and garden if the proposal is greater than one storey in height or a large single storey extension.</p>	
<p><b>Environmental Statement</b> Required for any proposal where there will be a significant environmental impact and where the proposal falls within Schedule 1 or Schedule 2 of the relevant regulations. A formal screening opinion on the necessity for an EIA can be requested from the Council.</p>	
<p><b>Flood Risk Assessment</b> Required if the proposed site is located in flood zones 2 or 3. See Environment Agency website for further information, available at <a href="https://flood-map-for-planning.service.gov.uk/">https://flood-map-for-planning.service.gov.uk/</a></p>	
<p><b>Impact Assessment/Sequential Assessment</b></p> <ul style="list-style-type: none"> <li>• May be required for proposed commercial uses outside of identified commercial centres and extensions to existing commercial sites.</li> <li>• Retail impact assessment (RIA) in compliance with SDLP Policy EI9. RIA required according to level of retail floor space required. See Policy for further information.</li> </ul>	
<p><b>Land Contamination Assessment</b> Required where sites are known or suspected to be contaminated; a report is required to assess necessary investigations and remediation.</p>	
<p><b>Landscape Visual Impact Assessment</b> Required for proposals that will have an impact on the landscape. Must be provided for sites located within or affecting the Cotswold Area of Outstanding Natural Beauty.</p>	
<p><b>Landscape Scheme</b></p> <ul style="list-style-type: none"> <li>• Required for any new residential or commercial development.</li> <li>• Must show hard and soft boundary treatments.</li> <li>• Must show position of trees and vegetation to be retained.</li> <li>• Must clearly show any trees or vegetation to be removed.</li> <li>• Must detail any new planting including a 5-year schedule of maintenance.</li> </ul>	
<p><b>Lighting Assessment</b> For any development proposing floodlighting or significant external lighting.</p> <ul style="list-style-type: none"> <li>• Must include technical details or proposed lighting and hours of operation.</li> <li>• Must include a layout plan showing beam orientation.</li> </ul>	
<p><b>Noise Impact Assessment</b></p> <ul style="list-style-type: none"> <li>• Required for impacts of noise upon proposed developments (such as impact of trunk road on a proposed housing development)</li> <li>• Required for impact of noise from proposed developments (such as impact arising from a new commercial/industrial development)</li> <li>• Also required for proposals including ventilation or extraction which must also</li> </ul>	



<p>include exact details of proposed ventilation/extraction, acoustic noise characteristics and odour abatement measures.</p>	
<p><b>Planning Obligations and Community Infrastructure Levy (CIL)</b></p> <ul style="list-style-type: none"> <li>• <b>Both Form 1 (Additional Information) and Form 2 (Assumption of Liability) must be submitted with the planning application in order to establish CIL liability. Please note this replaces previous government CIL forms in accordance with changes made to the CIL Regulations (September 2019).</b></li> </ul> <p>Information on CIL and CIL forms are available at:  <a href="https://www.stroud.gov.uk/environment/planning-and-building-control/community-infrastructure-levy-cil">https://www.stroud.gov.uk/environment/planning-and-building-control/community-infrastructure-levy-cil</a>.</p> <p>Some proposals may give rise to the necessity for developer contributions to mitigate any adverse impacts that need to be secured by way of a S106 Legal Agreement. More details can be found at:  <a href="https://www.stroud.gov.uk/media/241797/planning-obligations-spd-final.pdf">https://www.stroud.gov.uk/media/241797/planning-obligations-spd-final.pdf</a></p> <p>Information required in order to draft a Legal Agreement includes:</p> <ul style="list-style-type: none"> <li>• Draft Heads of Terms or Deed of Variation</li> <li>• Costs undertaking</li> <li>• Full Solicitor contact details</li> <li>• Proof of title and plan</li> </ul>	
<p><b>Site Waste Management Plan</b></p> <p>Required for any major development proposals:</p> <ul style="list-style-type: none"> <li>• 10+ dwellings or residential development on sites over 0.5ha</li> <li>• Non-residential development where floor area exceeds 1000 sqm or site area is 1 hectare or more.</li> </ul>	
<p><b>Statement of Community Involvement</b></p> <p>Required for:</p> <ul style="list-style-type: none"> <li>• Developments of 10 or more dwellings.</li> <li>• Retail development of 1000sqm or more.</li> <li>• Other developments proposing in excess of 1000sqm and likely to generate significant public interest.</li> <li>• Waste management facilities.</li> </ul>	
<p><b>Structural Survey</b></p> <p>A survey of the building, including information on efforts to retain the structure in a sustainable condition.</p>	
<p><b>Surface Water Drainage Strategy</b></p> <p>Required for all major developments (10 or more dwellings or 1000sqm or more)</p>	
<p><b>Sustainability Checklist</b></p> <p>Sustainability construction and design checklists can be found on the Councils website at  <a href="https://www.stroud.gov.uk/environment/planning-and-building-control/planning-strategy/supplementary-guidance">https://www.stroud.gov.uk/environment/planning-and-building-control/planning-strategy/supplementary-guidance</a></p>	
<p><b>Transport Assessment</b></p> <p>Required for proposals likely to have significant highway implications.</p> <p>Must include:</p> <ul style="list-style-type: none"> <li>• Demonstrate accessibility to the site by all modes of transport.</li> <li>• Show likely modal split of journeys to and from the site.</li> <li>• Detail measures to improve access to the site by sustainable methods.</li> <li>• Include all existing/proposed movements to and from the site.</li> <li>• Detail parking and manoeuvring areas on a plan.</li> </ul>	
<p><b>Travel Plan</b></p> <p>Required for all proposals likely to have significant transport implications.</p> <p>Must include:</p> <ul style="list-style-type: none"> <li>• An outline of how the transport implications will be managed in order to minimise impacts.</li> </ul>	

<ul style="list-style-type: none"> <li>• A Strategy for plan implementation and co-ordination.</li> </ul>	
<p><b>Tree Survey</b>          Required for any development (including the provision of hard surfaces, site construction compound areas, utilities, excavations or changes in ground levels) that would</p> <ul style="list-style-type: none"> <li>• be within 15m of any tree protected by a Tree Preservation Order or in a Conservation Area</li> <li>• be within 10m of any other tree that is 5m or over in height or has a trunk diameter of 250mm or more</li> </ul> <p>Tree surveys must be written in accordance with the guidance in British Standard 5837 Trees in relation to design, demolition and construction – Recommendations.</p>	