

Planning Validation Checklist

VG-VC v1.00

INFORMATION REQUIRED FOR VALIDATION

TYPE OF APPLICATION	Application Form (& Ownership Cert / Owner Notice where applicable)	Fee	Location Plan (including supplementary plan where relevant)	Existing / Proposed Site Plan	Existing / Proposed Floor Plan	Existing / Proposed Elevations	Existing / Proposed Sections, Site Sections, Finished Floor Levels, Site Levels	Roof Plan	Proposed Materials	Additional Information Required (* may be requested by case officer but not always necessary for validation purposes) – for comprehensive list see page 38 of HOPS Guidance Note
			Include all the elements that require permission and all land to facilitate development e.g. curtilage, drainage, private water supply, access to the public road							
Householder	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Full Planning Permission	✓	✓	✓	✓	✓	✓	✓	✓	✓	Design Statement Design & Access Statement if criteria met (including Conservation Areas) PAC if criteria met Environmental Impact Assessment as set out in the Schedules of the Town and Country Planning (Environmental Impact Assessment (Scotland) Regulations 2017 ICNIRP for Telecommunication Development
Planning Permission in Principle	✓	✓	✓	✓	Existing floor plan where appropriate	Existing elevations where appropriate				PAC if criteria met
Renewal Applications (where permission has not been implemented)	✓	✓	✓	✓						

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Section 42 for Non-compliance with Conditions	✓	✓	Desirable	Desirable						Technically plans are not required for a Section 42 application but it may be relevant to submit plans in some cases. Plans submitted where no physical changes are proposed as part of the application need to be identical to those previously approved.
Change of Use of a Building	✓	✓	✓	✓	✓	✓				*Statement regarding traffic movements, hours of operation, number of employees etc
Change of Use of Land	✓	✓	✓	✓						*Statement regarding traffic movements, hours of operation, number of employees etc
Approval of Matters Specified in Conditions	✓	✓	✓	✓	✓	✓	✓	✓	✓	All details of matters specified in Condition 1 of PPP
Mineral Workings	✓	✓	✓	✓			✓			Restoration Plan PAC if criteria met
Listed Building Consent	✓		✓	✓	✓	✓	Cross sections through windows / doors are required	Where appropriate	✓	Scale of drawings for windows / doors to be 1:20
Conservation Area Consent	✓		✓	✓	✓	✓				
Certificate of Lawfulness (Proposed)	✓	✓	✓	✓	✓	✓	✓		✓	Other plans as necessary to determine whether planning permission would be required
Certificate of Lawfulness (Existing)	✓	✓	✓	✓	✓	✓				* Sufficient evidence that the use, operation, or other matter is lawful
Advertisement Consent	✓	✓	✓	✓		✓	✓		✓	If illuminated the type of illumination and intensity and details of any intermittent lighting

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Prior Notifications (Agricultural and Forestry Buildings and Private Ways – Class 18 and 22)	✓	✓	Showing extent of land to be more than 0.4Ha in area	Although not mandatory these would be desirable					✓	Refer to our Prior Notification Guidance for further information *Note - no fee for private ways
Prior Notifications (Agricultural and Forestry Conversions under Class 18b/c and Class 22a/b)	✓	✓	✓	✓	✓	✓	✓		✓	Refer to our Prior Notification Guidance for further information Please note for Class 18 requirement to identify farm unit via SGRIPD Plan will also be required for Class 18/b/c
Prior Notifications (Telecoms Class 67)	✓	✓	✓	✓	✓	✓			✓	
Prior Approval	✓		✓	✓	✓	✓			✓	Please note the level of information required will depend on what was requested through the decision letter at Prior Notification stage.
Modification / Discharge of Planning Obligations (MPO)	✓		✓	✓						
Hazardous Substances Consent	✓	✓	✓							
POAN	✓		✓	✓						Must be submitted a minimum of 12 weeks before a planning application is made

Version Number	Date	Changes
VG-VC V1.00	17/10/2021	First Edition