



Council of the
ISLES OF SCILLY

Local Validation Checklist
for Planning Applications submitted
to the Council of the Isles of Scilly
HOUSEHOLDER* APPLICATION
and
**Combined Householder* and
Listed Building Consent**
Adopted: 21/01/2021

*A Householder Checklist is only to be used if your planning application is a Householder application.

**This Checklist must be completed and submitted with your
planning application**

Site Address:	
Proposed Development:	
01. and 02. HOUSEHOLDER APPLICATIONS Validation Checklist	Tick
• Application Form [guidance] NR	<input type="checkbox"/>
• Location Plan [guidance] NR	<input type="checkbox"/>
• Site Plan [guidance] NR	<input type="checkbox"/>
• Plans and Drawings [guidance] NR	<input type="checkbox"/>
• Correct Fee [guidance] NR	<input type="checkbox"/>
• A Site Waste Management Plan [guidance] LR	
a) A Site Waste Management Plan is included; or	<input type="checkbox"/>
b) A Site Waste Management Plan is <u>not</u> included because the development does not result in any waste or full details of re-use of waste materials is included clearly in the plan.	<input type="checkbox"/>
c) I am happy for a Site Waste Management Plan to be a pre-commencement condition. (Please note the additional fee and application process for dealing with post-decision conditions).	<input type="checkbox"/>
• A Scheme of Sustainable Design Measures [guidance] LR	
a) A Scheme of Sustainable Design Measures is included; or	<input type="checkbox"/>
b) A Scheme of Sustainable Design Measures is <u>not</u> included because the site already benefits from adequate energy and water saving measures that cannot be improved and are stated on the plans.	<input type="checkbox"/>
c) I am happy for scheme of Sustainable Design Measures to be a pre-commencement condition. (Please note the additional	<input type="checkbox"/>

NR: National Requirement; LR: Local Requirement

fee and application process for dealing with post-decision conditions).																	
<ul style="list-style-type: none"> • Tree Survey [guidance] LR 																	
a) No Tree survey is included as there are no trees within 15m of building works, or areas where ground levels are proposed to be changed; or		<input type="checkbox"/>															
b) The plans identify any trees within 15m of any development and the submission includes an assessment of the impact of the development on those trees, including tree protection measures in accordance with the British Standard.		<input type="checkbox"/>															
<ul style="list-style-type: none"> • Flood Risk Assessment [guidance] LR 																	
a) A flood risk assessment is included; or		<input type="checkbox"/>															
b) A flood risk assessment is <u>not</u> included because the property is <u>not</u> within Flood Zone 1/low lying land (below 5m datum) and the plans demonstrate how surface water will be dealt with.		<input type="checkbox"/>															
<ul style="list-style-type: none"> • Bat Survey/Ecological Assessment, Mitigation and Enhancement Strategy [guidance] LR 																	
a) A Preliminary Ecological Assessment/Bat Emergence Survey and a Presence/Absence Survey have been included; or		<input type="checkbox"/>															
b) A Preliminary Ecological Assessment has not been included because there is no demolition of any structure, works to or removal of trees and no alterations to the roof of any buildings is proposed.		<input type="checkbox"/>															
<ul style="list-style-type: none"> • Statement of Existing and Proposed Internal Floorspace [guidance] LR 																	
a) The existing and proposed gross internal floorspace calculations have been included (please complete the table below); or		<input type="checkbox"/>															
b) The existing and proposed internal floorspace calculations have <u>not</u> been included as there is no change in the internal floorspace proposed.		<input type="checkbox"/>															
<table border="1"> <thead> <tr> <th></th> <th>No of Storeys/ floors</th> <th>No of Bedrooms</th> <th>No of related persons living in the property</th> <th>Calculation of Total Gross Internal Floor space (M²)</th> </tr> </thead> <tbody> <tr> <td>Existing</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Proposed (existing + proposed)</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				No of Storeys/ floors	No of Bedrooms	No of related persons living in the property	Calculation of Total Gross Internal Floor space (M ²)	Existing					Proposed (existing + proposed)				
	No of Storeys/ floors	No of Bedrooms	No of related persons living in the property	Calculation of Total Gross Internal Floor space (M ²)													
Existing																	
Proposed (existing + proposed)																	
Please note that these will be checked against the submitted plans.																	

<ul style="list-style-type: none"> Light Assessment [Guidance] LR 	
<ul style="list-style-type: none"> a) A light assessment has been included as I am aware my proposal could impact upon light levels or the amenity of neighbouring properties as a result of my extension or alteration proposed. 	<input type="checkbox"/>
<ul style="list-style-type: none"> b) A light assessment has <u>not</u> been included as my proposal does not impact on any neighbouring property or land use. 	<input type="checkbox"/>
<ul style="list-style-type: none"> External Illumination Assessment [Guidance] LR 	
<ul style="list-style-type: none"> a) An External Illumination assessment has been included as my application includes external illumination and I am aware my proposal could impact upon the dark skies of the Isles of Scilly. 	<input type="checkbox"/>
<ul style="list-style-type: none"> b) An External Illumination assessment has <u>not</u> been included as my proposal does not include any external illumination. 	<input type="checkbox"/>

If you are making a dual application for Listed Building Consent you will also require:

Listed building Consent (LBC) is required for any alterations or extensions that 'affect the character' of a listed building(s). If the work to be carried out to a listed building is 'like-for-like' (i.e. using the same materials and design to what is already there) then it is deemed repair and maintenance and does not require LBC. If, however, you plan to make any changes, either externally or internally to the building or any objects and structures associated with that building including boundary walls and gates you will require LBC.

03. Validation Criteria in addition to the above if the application is a dual Householder and Listed Building Consent application.	Tick
<ul style="list-style-type: none"> Detailed drawings, which may include plans, elevations, and vertical and horizontal sections, must be to a scale of 1:20, and should include all details of the work to be carried out (for example all new doors, windows, window or door furniture, shop fronts, panelling, fireplaces, plaster moulding and other decorative details) and must also indicate the relationship of the proposed works to adjacent existing structures/details [guidance] NR 	<input type="checkbox"/>
<ul style="list-style-type: none"> Heritage Impact Statement [guidance] LR 	<input type="checkbox"/>
<ul style="list-style-type: none"> Design and Access Statement [guidance] NR 	<input type="checkbox"/>

Explanation for not submitting any of the above LR information which will be taken into account in deciding whether your application can be registered:

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Print Name:	
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Signed:	
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Dated:	
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I am the Applicant <input type="checkbox"/>	I am acting on behalf of the applicant: <input type="checkbox"/>
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National Requirements

Application form

All sections need be completed using the relevant national 1APP form - <https://1app.planningportal.co.uk/Form/StartPlanningApplication>

If included in the application form, an ownership and agricultural holdings certificate (A, B, C or D) must be completed stating the ownership of the property and whether or not the site includes an agricultural holding. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. A notice to the owner of the application site must be completed and served in accordance with Article 12 of the Development Management Procedure Order. All agricultural tenants must be notified prior to the submission of the application.

Downloadable Form:

Householder Application form

https://ecab.planningportal.co.uk/uploads/appPDF/Z0835Form004_england_en.pdf

Householder Application and Listed Building Consent Combined Form:

https://ecab.planningportal.co.uk/uploads/appPDF/Z0835Form008_england_en.pdf

Location plan

The plan must show the site location outlined in red at a standard metric scale (typically 1:1250 or 1:2500) with a north point. Any other land owned by the applicant must be outlined in blue. Plans should identify sufficient roads and/or buildings on land adjoining the application site so that the exact location of the application site is clear.

Every plan (including all copies) based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice.

Guidance:

https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf

Site Plan

A site plan showing the proposal in relation to the site boundaries, other buildings and trees at a metric scale (suggestive scale 1:200 or 1:500). It must also show the (a) direction of North, (b) the proposed development in relation to the site boundaries and other existing buildings on the site, (and the following, unless these would NOT influence or be affected by the proposed development) (c) all buildings roads and footpaths on land adjoining the site including access arrangements, (d) all public rights of way crossing or adjoining the site, (e) the position of all trees on the site, and those on the adjacent land, (f) the extent and type of any hard surfacing; and (g) boundary treatment including walls or fencing where this is proposed.

Guidance:

https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf

Correct fee

Planning application fees are due to be paid at the point of submitting your application. The payment of a fee does not guarantee the outcome of the decision on your application. The fees are set nationally based on the [Town and Country Planning \(Fees for applications, deemed applications, requests and site visits\) \(England\) Regulations 2012 \(as amended\)](#). See the Planning Portal for a useful fee calculator:

<http://www.planningportal.gov.uk/PpApplications/genpub/en/StandaloneFeeCalculator>

Guidance: https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf

Design and Access Statement

A design and access (DAS) statement is a short report accompanying and supporting a planning application. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. Please refer to the Planning Portal for information about which types of application require a Design and Access Statement (DAS)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/222051/Streamlining_the_planning_application_process_-_government_response.pdf

A DAS does not form part of the application but is a short report to support and provide an evidence base for a planning application. It should seek to explain and justify the proposal in a structured way. The level of detail required in a DAS will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The DAS 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. A section regarding Climate Change and Sustainability should also be included for major development proposals. Information provided within the DAS cannot be a substitute for other requirements in either the national or local list. ”

Guidance: <https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them>

Plans and Drawings

- Block plan of the site, showing: site boundaries; the type and height of boundary treatment (e.g. walls, fences), where a change is proposed; the position of any building or structure on the other side of such boundaries, where these could influence or be affected by the proposed development.
- Elevations – all existing and proposed elevations to be shown at a metric scale of 1:50 or 1:100 (unless retrospective)
- Floor plans – existing (where relevant) and proposed at a metric scale of 1:50 or 1:100.
- Sections – required where any proposal involves a change in levels or is on a sloping site. Drawings should include finished floor levels.
- Roof Plan – existing and proposed at a metric scale of 1:50 or 1:500

Local Requirements

In addition to the above national list validation requirements, set out below is a list of local validation requirements which details specific documentation that is required to accompany the application, to address local circumstances and issues. The requirements will vary according to the type, scale and nature of the application being made, i.e. household, full, advertisement or major development etc.

Archaeological Assessment (Written Scheme of Investigation)

Archaeological Monitoring Brief	
Policy Justification	NPPF 2019: Paragraph 189 - 202 Local Plan Policy 2015-2030: Policy OE7
Description	Site archaeological work involves consultation of a broad range of sources including historic maps, aerial photographs, archaeological journals and databases. The resulting report will assess the likelihood and possible nature of any archaeology present, and the risk the development may pose to it. Applicants are advised to discuss their proposals with the Council's Planning and Development Department who will be able to advise whether this assessment is necessary and which individuals or companies will be able to carry one out on your behalf.
Required where:	Development proposals where works include trenching or foundations on or adjoining a site of known or suspected archaeological interest, such as sites within Archaeological Constraint Areas, listed buildings or scheduled monuments. All development proposals for new dwellings and new employment buildings.
Links to guidance:	Desk Based Assessment Guidance ; ALGAO Planning Advice , Heritage Gateway ; Cornwall and Isles of Scilly Historic Environment ; Local Plan Policies Map (which shows constraints such as archaeological constraint areas, listed buildings and scheduled monuments)

Bat Survey/Ecological Assessment, Mitigation and Enhancement Strategy

Bat Survey/ Ecological Assessment, Mitigation and Enhancement Strategy	
Policy Justification	NPPF 2019: Paragraph 20, 118, Local Plan Policy: 2015-2030: Policy SS2, SS3, OE2
Description	An assessment as to the impact on bats or other protected species will be required, such as a Preliminary Ecological Appraisal. Further Bat Emergence surveys could be required depending on the results of the initial survey.
Required where:	Development proposals for any demolition of a building, alterations to any roof of a building, for residential development of 1 or more new dwelling, development proposed where protected species are known to be present, if proposal is within or adjacent to a designated nature conservation site (SAC, SPA, SSSI, LNR and biodiversity network), for any proposed tree works of aged or veteran trees, floodlighting green space or lighting churches/listed buildings; development on or over intertidal habitats
Links to guidance:	Isles of Scilly Biodiversity and Geodiversity SPD , https://cieem.net/resource/what-to-expect-from-a-bat-survey-a-guide-for-uk-homeowners/ ; DEFRA Small Sites Metric Toolkit

Heritage Impact Assessment and Statement of Significance

Heritage Statement/Statement of Significance	
Policy Justification	NPPF 2019: Paragraph 189 Local Plan Policy: 2015-2030: Policy OE7

Description	The scope and degree of detail necessary in a Heritage Statement will vary according to each application, but it is expected that an acceptable Heritage Statement will contain sufficient and proportionate detail to understand the significance of the building, site or area concerned (the 'heritage asset'); describe the extent and nature of the proposed development; the impact of that development on the heritage asset; the justification for the works, and any mitigation proposed.
Required where:	Any application which affects a 'designated heritage asset' or its setting. Designated Heritage Assets on the Isles of Scilly include Listed Buildings, Registered Historic Parks and Gardens and Scheduled Monuments. A Heritage Statement may also be requested if the Council identifies a building or site as a 'non-designated heritage asset' of architectural, historic, archaeological or artistic interest during the pre-application or application process.
Links to guidance:	http://heritagehelp.org.uk/planning/heritage-statements and http://www.cornwall.gov.uk/environment-and-planning/historic-environment/ Template for Statement of Significance

Light Assessment

Light Assessment	
Policy Justification	NPPF 2019: Paragraph 127 Local Plan Policy: 2015-2030: Policy SS2, LC8
Description	The statement should include information detailing how adverse impact on the sunlight or daylight enjoyed by adjoining properties may be reduced
Required where:	Householder, planning permission, listed building consent and tree works where proposals potentially have an adverse impact on the daylight/sunlight enjoyed by adjoining properties or buildings
Links to guidance:	https://www.right-of-light.co.uk/services/daylight-sunlight-reports/ BRE Factsheets 1, 2, 3, 4, 5

External Illumination Statement

External Illumination Statement	
Policy Justification	NPPF 2019: Paragraph 180 Local Plan Policy: 2015-2030: Policy OE1, OE4
Description	The statement should include information detailing how adverse impact on amenity, including highway safety, wildlife impacts as well as the impact of sky glare enjoyed by adjoining properties may be reduced
Required where:	Householder, planning permission, listed building consent and tree works where external illumination is proposed. Such proposals have the potential to have an adverse impact on the islands Dark Night Skies.
Links to guidance:	Dark Skies Handbook

Flood Risk Assessment

Flood Risk Assessment	
Policy Justification	NPPF 2019: Paragraph 34, 43 Local Plan Policy: 2015-2030: Policy SS7
Description	A Flood Risk Assessment (FRA) will be required for development on a site where there is a potential risk of flooding. Including areas below 5 m datum. The FRA should identify and assess the risks of all forms of

	flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.
Required where:	Development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency.
Links to guidance:	General advice is available from the Environment Agency including information on SUDS . Flood repairable house guidance

Site Waste Management Plan

Site Waste Management Plan	
Policy Justification	NPPF 2019: Paragraph 20, Local Plan Policy: 2015-2030: Policy SS1, SS2, OE5
Description	A site waste management plan is a document that describes, in detail, the amount and type of waste from a construction project and how it will be reused, recycled or disposed of.
Required where:	A Site Waste Management Plan is needed for all types of proposed development and should demonstrate the efficient use of construction materials and methods so that waste is minimised and any waste that is produced can be re-used, recycled or recovered in other ways before disposal options are explored.
Links to guidance:	Guide to Site Waste Management Plans Template for Site Waste Management Plans

Statement of Existing and Proposed Internal Floorspace

Statement of Existing and Proposed Internal Floorspace	
Justification	NPPF 2019: Paragraph 127(f), Local Plan Policy: 2015-2030: Policy LC3, LC8, SS3
Description	In order to retain a supply of smaller and affordable homes the Local Plan requires all new homes to align with the Nationally Described Space Standards and no more than 30% above. In order to prevent cramped homes that do not meet the minimum space standards.
Required where:	For development proposals for new dwellings, for domestic extensions, for conversions to residential use and for replacement dwellings. These should demonstrate a size that relates to the National Describes Space Standards.
Links to guidance:	Technical Housing Standards – Nationally Described Space Standards

Tree Survey/Assessment

Tree Survey/Assessment	
Policy Justification	NPPF 2019: Paragraph 127(f), Local Plan Policy: 2015-2030: Policy OE2, OE1, OE7
Description	A tree survey will include a plan that identifies the position of the tree(s) and a schedule that describes them. A tree constraints plan may be needed to indicate how the trees will influence the layout of the design. An arboriculture method statement can also be included which details how trees will be protected in relation to the finalised design
Required where:	Development proposals require the removal of trees in a conservation area. Where Tree Felling or Tree Works are proposed to a tree with a Tree Preservation Order

Links to guidance:	A guide to good management. , Tree Surveys: A guide to Good Practice ; Further advice is available from BS 5837:2005 - Trees in relation to construction
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Statement of Sustainable Design Methods

Statement of Sustainable Design Methods	
Policy Justification	NPPF 2019: Paragraph 7, 16, 38, 78, 124 Local Plan Policy: Policy 2, 6 2015-2030: Policy SS1, SS2,
Description	The statement needs to demonstrate how the proposal incorporates onsite solutions to reduce energy and water consumption, including water harvesting measures and micro-generation.
Required where:	Development proposals for any new buildings and conversions as well as for domestic extensions.
Links to guidance:	Good Practice Guide , IOS Design Guide ; Guide to Sustainable Design , Isles of Scilly SPD Sustainable Energy ; Sustainable Design and Construction ,