

National Validation Requirements

National Validation Requirements Criteria	Description of information required *where applicable
Application form	All sections need to be completed using the relevant form https://www.barnsley.gov.uk/services/planning-and-buildings/planning-application-forms/ . Alternatively applications can be submitted on-line via the Planning Portal using e-forms (external website):- https://1app.planningportal.co.uk/Form/StartPlanningApplication
Ownership Certificate	<p>A certificate which applicants must complete that provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants). The forms of notice are in Schedule 2 to the Town and Country Planning (Development Management Procedure (England) (Order) 2015.</p> <p>An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000.</p> <p>Which ownership certificate should be signed?</p> <ul style="list-style-type: none"> •Certificate A – Sole Ownership and no agricultural tenants <p>This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.</p> <ul style="list-style-type: none"> •Certificate B – Shared Ownership (All other owners/agricultural tenants known) <p>This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.</p>

	<p>•Certificate C – Shared Ownership (Some other owners/agricultural tenants known)</p> <p>This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.</p> <p>•Certificate D – Shared Ownership (None of the other owners/agricultural tenants known)</p> <p>This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.</p> <p>An 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner.</p> <p>An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.</p> <p>Any hard copy certificate submitted with the standard application form must be signed by hand. For any electronically submitted certificate, a typed signature of the applicant's name is acceptable. Ownership certificates must also be completed for applications for listed building consent, although no agricultural declaration is required.</p>
<p>Agricultural Holdings Certificate</p>	<p>This certificate should be signed and dated regardless of whether or not the site includes an agricultural holding. Any agricultural tenants must be notified prior to the submission of the application.</p> <p>Not required for Reserved Matters applications, renewals of temporary planning permission; non-material amendments; agreement/variation of conditions or express consent to display an advertisement and listed building consent.</p>
<p>Site Location Plan</p>	<p>A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear and must show the direction of north.</p> <p>The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (eg land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p>

<p>Plans & Drawings</p>	<p>If submitted drawings do not contain sufficient detail, the registration of a planning application may be delayed until revised or additional drawings are submitted. Detailed drawings are the most important part of a planning application therefore it is essential that they are of a suitable standard and include all the relevant information necessary to illustrate the proposed development in detail. The plans should therefore include the following:</p> <ul style="list-style-type: none"> • All plans and drawings must be accurately drawn, using a conventional metric scale such as 1:100 or 1:50 and must be drawn true to the stated scale(s). Plans/drawings must not contain disclaimers such as 'Not to Scale' and 'Do Not Scale' with the exception of 'perspective' drawings; • All elevations of proposed development should be shown with corresponding existing drawings; • Measured dimensions on the plans/drawings should be included; • The clearest way to present proposals is to group "existing" and "proposed" drawings side by side, using the same scale for both; • Each plan/drawing should have a title box stating the address and proposal the title of the drawing (e.g. "existing rear elevation, proposed floor plan"), the date, scale of the drawing and the drawing number, with revisions clearly identified. <p>Block plan -showing the proposal in relation to the site boundaries, other buildings and trees at a metric scale of 1:200 or 1:500 Elevations – all existing and proposed to be shown at a metric scale of 1:50 or 1:100 (if not 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.</p> <p>Although not a requirement of legislation, stating the external dimensions of proposals in writing on the plans using drawing notes/annotations and/or the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.</p>
<p>Correct fee</p>	<p>Please check the summary of fees for the various applications:- https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</p> <p>Alternatively, the Planning Portal has a useful fee calculator. https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1</p>
<p>Design and Access Statements (for some applications)</p>	<p>What applications must be accompanied by a Design and Access Statement?</p> <ul style="list-style-type: none"> •Applications for major development, as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015; <p>major development" means development involving any one or more of the following—</p>

(a) the winning and working of minerals or the use of land for mineral-working deposits;

(b) waste development;

(c) the provision of dwellinghouses where—

(i) the number of dwellinghouses to be provided is 10 or more; or

(ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);

(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or

(e) development carried out on a site having an area of 1 hectare or more;

“mining operations” means the winning and working of minerals in, on or under land, whether by surface or underground working

- 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 World Heritage Site or a conservation area.

Applications for waste development, a material change of use, engineering or mining operations do not need to be accompanied by a Design and Access Statement.

Information provided within the DAS cannot be a substitute for other requirements in either the National or Local List.

What should be included in a Design and Access Statement accompanying an application for planning permission?

What is required in a DAS is set out in Article 9 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) . A Design and Access Statement must:

(a) explain the design principles and concepts that have been applied to the proposed development; and

	<p>(b) demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account.</p> <p>A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.</p> <p>Design and Access Statements must also explain the applicant's approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.</p>
<p>Fire Statement (for some planning applications made on or after 1st August 2021)</p>	<p>In what circumstances must a fire statement be submitted with an application?</p> <p>An application for planning permission for development which involves:</p> <ul style="list-style-type: none"> • the provision of one or more relevant buildings, or • development of an existing relevant building • or development within the curtilage of a relevant building <p>must be accompanied by a fire statement unless an exemption applies.</p> <p>What type of buildings are “relevant buildings” under planning gateway one?</p> <p>Relevant buildings</p> <ul style="list-style-type: none"> • contain two or more dwellings or educational accommodation and • meet the height condition of 18m or more in height, or 7 or more storeys <p>“Dwellings” includes flats, and “educational accommodation” means residential accommodation for the use of students boarding at a boarding school or in later stages of education (for definitions see article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by article 4 of the 2021 Order).</p>

The government has provided template form for applicants which can be accessed using the following link:-
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996391/Fire_statement_form_-_dynamic.docx

Applications for planning permission will be exempt from the requirement to submit a fire statement where:

- the application is for a material change in use of a relevant building and the material change of use would result in the building no longer being a relevant building
- the application is for a material change in use of land or buildings within the curtilage of a relevant building and the material change of use would not result in the provision of one or more relevant buildings
- the application is for outline planning permission
- the application is for permission to develop land without compliance with conditions under section 73 of the Town and Country Planning Act 1990

Applications for outline planning permission will be exempt from the requirement to submit a fire statement because matters such as layout and scale can be reserved.