

## Local Validation Checklist (by document type)

Information/documentation that **MUST** be submitted alongside a planning application in order for that application to be validated (in addition to National Requirements). The requisite information need not be presented in separated documents.



Requirement	When required	What should be included	Tick
<b>Affordable Housing Statement</b>	When the provision of affordable housing is a policy requirement i.e. residential developments of 10 dwellings or more, or residential developments with a gross floor space exceeding 1000sqm.	Information in respect of the number, type, mix, size, accessibility standards and tenure of the proposed affordable homes. The information must explain how the proposal meets the requirements of Policy SD12 (Affordable Housing) and Policy SD11: (Housing Mix and Standards) of the Joint Core Strategy.	
<b>Arboricultural Impact Assessment</b>	Any development (including householder applications) which will have an impact on a tree on or adjacent to the site (excluding small trees with a trunk diameter of less than 75mm measured 1.5m above adjacent ground level).	<p>The survey and associated assessment must provide us with the information required to assess the proposal against Policy INF3 (Green Infrastructure) of the Joint Core Strategy as well as Policy G13 (Trees and Development) of the Cheltenham Plan.</p> <p>The Arboricultural Impact Assessment must include a tree survey and a plan showing which trees will be retained and/or removed.</p> <p>The survey must be undertaken in accordance with British Standard 5837:2012.</p>	
<b>Contaminated Land Assessment</b>	<p>Applications proposing development on sites where there is a known potentially contaminative current or historic use.</p> <p>Applications proposing the redevelopment of industrial and manufacturing sites and petrol filling stations (and similar)</p>	<p>The submission must provide us with the baseline information required to begin our assessment of the application against Policy SD14 (Health and Environmental Quality) of the Joint Core Strategy.</p> <p>A Phase 1 Preliminary Risk Assessment shall be submitted. Please note that further information / assessment is likely to be required (post-validation) in the event that the Phase 1 assessment identifies potential unacceptable risk or areas of concern.</p> <p>The assessment shall comply with the Code of Practice for Land Contamination of Potentially Contaminated Land - BS10175</p>	

<p><b>Ecology Report (including protected species survey)</b></p>	<p>All major applications</p> <p>Non-major applications (including listed building consent) where demolition is proposed.</p> <p>Development (including householder applications) affecting the following habitats:</p> <ul style="list-style-type: none"> <li>• Woodland, parkland and mature trees</li> <li>• Watercourses and other aquatic habitat</li> <li>• Underground structures (caves, cellars etc)</li> <li>• Derelict buildings or land</li> </ul>	<p>The ecology report/survey must provide us with the information required to assess the application against Policy SD9 (Biodiversity and Geodiversity) of the Joint Core Strategy.</p> <p>If the report/survey identifies the need for <i>additional</i> surveys, then those too must be undertaken and submitted in order for the application to validated.</p> <p>The surveys and associated report must comply with the British Standard for Biodiversity (GS42020).</p> <p>The ecological baseline shall include an up-to-date desktop search of protected habitats and species on and adjacent to the site, as well as an evaluation of ecological features and assessment of the significance of effects arising from the impacts of the development.</p>	
<p><b>Employment Skills Plan (ESP)</b></p>	<p>Applications for major indoor commercial development of 1,000 sq. m or more</p>	<p>This plan should identify opportunities for the employment and skills development of local people associated with the implementation of the development proposal and thus demonstrate compliance with Policy EM3 (Employment Skills Plan) of the Cheltenham Plan.</p> <p>The ESP should address priorities identified and agreed at an early stage through liaison with the Council itself and local employment and skills agencies. It is anticipated the ESP will contain targets which are in conformity with industry standard benchmarks for the outcomes expected from the particular size and type of construction proposed. Targets will likely relate to the jobs created at the construction phase of development as well as the jobs created thereafter.</p> <p>The Construction Industry Training Board's (CITB) <a href="#">Client Based Approach</a> is recommended.</p>	
<p><b>Energy Statement</b></p>	<p>All major applications</p>	<p>The Energy Statement must provide us with the comprehensive information required to assess the proposal's compliance with the Climate Change Supplementary Planning Document (June 2022) as well as Joint Core Strategy Policy SD3 (Sustainable Design and Construction).</p>	

		The provision of an Energy Statement with major applications is an explicit requirement of JCS Policy SD3.	
<b>Flood Risk Assessment</b>	<p>Development (including householder applications) in areas designated by the Environment Agency as Flood Zone 2 or 3 (medium risk or high-risk river flooding) or in areas designated medium or high-risk surface water flooding, plus:</p> <ul style="list-style-type: none"> <li>• Development within Flood Zone 1 or low risk surface water flood risk zone with a site area of 1 hectare or more.</li> <li>• Development where the council’s Strategic Flood Risk Assessment (SFRA) shows that the site will be at risk from any form of flooding, now or in the future.</li> </ul>	<p>An assessment of flood risk from all sources of flooding (plus an allowance for climate change) which shall include:</p> <ul style="list-style-type: none"> <li>• A detailed description and explanation of the site and development proposed</li> <li>• Estimated site-specific flood levels</li> <li>• Details of proposed finished floor levels</li> <li>• Details of any proposed flood mitigation measures, including safe access and egress routes (where required).</li> <li>• Any supporting plans and documentation</li> </ul> <p>The submission must provide us with the information we require to assess the application against Policy INF2 (Flood Risk Management) of the Joint Core Strategy.</p>	
<b>Flood Risk Sequential Test Assessment</b>	<p>Applications proposing development in areas known to be at risk of any form of flooding unless it is:</p> <ul style="list-style-type: none"> <li>• An application for a change of use (unless relating to caravans/park homes or similar)</li> <li>• An allocated site in the Development Plan.</li> <li>• A householder application.</li> <li>• An application for a small non-residential extension (i.e. with a footprint of less than 250m<sup>2</sup>).</li> <li>• A situation where a site-specific flood risk assessment demonstrates that no development, escape routes, land raising, or other potentially vulnerable elements are in areas of the site identified at risk from any form of flooding, now and in the future.</li> </ul>	<p>The purpose of the sequential test is to demonstrate that there are no alternative sites available for the proposed development in lower flood risk zones (taking into account wider sustainable development objectives); depending on flood risk vulnerability, the assessment will need to demonstrate this.</p> <p>If your development is located within an area of high or medium risk, you will need to demonstrate, through a site search, that there are no reasonably available sites in a medium or low risk lower risk areas. If your site is within medium risk area you will need to demonstrate that there are no reasonably available sites in a low risk area.</p> <p>For the purposes of the sequential test, the area of search is limited to the administrative boundary of Cheltenham Borough.</p> <p>The submission must provide us with the information we require to assess the application against Policy INF2 (Flood Risk Management) of the Joint Core Strategy</p>	

<p><b>Health Impact Assessment</b></p>	<p>Major applications on the 'Strategic Allocations' (as allocated in the development plan).</p>	<p>The provision of a Health Impact Statement with applications at the council's strategic allocations is an explicit requirement of JCS Policy SD14 (Health and Environmental Quality).</p> <p>The council recommends the use of the NHS Healthy Urban Development template which can be found <a href="#">here</a>.</p>	
<p><b>Heritage Statement / Statement of Heritage Significance</b></p>	<p>All applications for listed building consent</p> <p>Any development that may impact upon a designated heritage asset (including its setting); this includes but is not limited to conservation areas, listed buildings, scheduled monuments and registered parks/gardens. Householder planning applications are excluded from this requirement.</p>	<p>The information submitted must provide us with the information that we need to assess the proposal against Policy SD8 (Historic Environment) of the Joint Core Strategy as well as Policy HE2 (Archaeology) of the Cheltenham Plan.</p> <p>As a minimum the statement must assess the significance of the heritage asset and in turn the impact of the proposal on that significance. If harmful impacts are found to be present, or likely, then the statement should set out the justification for that harm.</p> <p>The Heritage Statement may be incorporated into the Design &amp; Access Statement if appropriate.</p>	
<p><b>Landscape and Visual Impact Assessment (LVIA)</b></p>	<p>Major applications within the designated Cotswolds Area of Outstanding Beauty (AONB), or within its setting.</p>	<p>The assessment must review the impact of the proposed development in both landscape and visual terms, following the methodology set out in the 'Guidelines for Landscape and Visual Impact Assessment', 3rd Edition 2013 (GLVIA3) LI/IEMA.</p> <p>The submitted LVIA must provide us with the information required to test major proposals against both Policy SD6 (Landscape) and SD7 (Cotswolds AONB) of the Joint Core Strategy as well as against the Cotswolds National Landscape Management Plan.</p>	
<p><b>Noise Impact Assessment</b></p>	<p>Planning applications for new commercial entertainment/leisure facilities such as public houses, nightclubs and cinemas.</p> <p>Development likely to generate additional levels of noise and/or vibration where close to existing (or proposed) residential uses.</p>	<p>The assessment will need to identify potential sources of noise and how these will impact upon noise sensitive receptors. If an adverse impact is identified, the assessment must set out how such impacts will be mitigated to a level which is acceptable.</p> <p>The assessment will ultimately need to demonstrate that the proposed development complies with Policy SD14 of the Joint Core Strategy 'Health and Environmental Quality' as well as Policy SD4 'Design Requirements'.</p>	

	Residential development where proposed close to existing sources of noise and / or vibration.		
<b>Open Space Assessment</b>	<p>All major residential development</p> <p>Any development involving the loss of, or erosion of open space.</p>	<p>The assessment will need to set out the quantum and nature of existing and proposed open space within the application site and the wider area.</p> <p>If an increase in open space is being proposed it will need to be demonstrated that this is sufficient to meet the development's needs. If a loss of open space is being proposed then an assessment will need to comprehensively demonstrate how the proposal meets one or more of Sport England's 'Five Exceptions' [insert link].</p> <p>In all cases the assessment will need to include the information that the council requires to assess compliance with CP Policy C12 (sport and open space in new residential development)</p>	
<b>Retail Impact Assessment</b>	Applications for retail and leisure developments which exceed 2500m <sup>2</sup> gross floor space <i>if</i> that development is neither located in an existing centre nor in accordance with the development plan.	<p>The impact assessment must include an assessment of:</p> <ul style="list-style-type: none"> <li>• the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and</li> <li>• the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment (as applicable to the scale and nature of the scheme).</li> </ul> <p>The submitted assessment must enable us to test the application against Policy SD2 (Retail and City/Town Centres) of the Joint Core Strategy.</p>	
<b>Retail Sequential Test</b>	Applications for main town centre uses which are neither located in an existing centre nor in accordance with the development plan. *This excludes applications for small scale rural offices and other small scale rural development.	The information submitted must enable us to assess whether there are any suitable alternative sites for the proposed town centre use in sequentially preferable locations (such as within existing centres followed by edge-of-centre) in accordance with Policy SD2 (Retail and City/Town Centres) of the Joint Core Strategy.	

<b>Self-Build / Custom Build Proforma</b>	All residential planning applications which are described as self or custom build or where a CIL/BNG exemption is claimed on such grounds.	<p>The council needs to be satisfied, in so far as it can be, that the claim that a development is ‘self-build’ is legitimate; this is because the consequence of accepting a development’s ‘self-build’ nature is significant in that it will be exempt from both the Community Infrastructure Levy (CIL) and Biodiversity Net Gain (BNG).</p> <p>The council’s self-build proforma requests key information and must be completed (in full) and returned before a relevant application can be validated; it can be downloaded here [insert]</p>	
<b>Statement of Community Involvement</b>	All major planning applications	The statement of community involvement must set out the nature of any community engagement prior to submission of the application, including the extent to which the views of the community have shaped and influenced the scheme.	
<b>Sustainable Construction Checklist</b>	All major applications  Applications seeking consent for 1-9 dwellings.	This is a less onerous document to an Energy Statement enabling applicants for smaller residential developments to provide the information required in the form of a checklist. The checklist can be downloaded here [insert link]. Applicants for major development will need to submit both (i.e. an energy statement and the checklist).	
<b>Sustainable Drainage Strategy</b>	A SUDS strategy is required for any development: <ul style="list-style-type: none"> <li>• of 1 or more new dwellings.</li> <li>• A construction footprint exceeding 100m2.</li> </ul>	The report must demonstrate that the development has followed the SUDS hierarchy for surface water disposal as required by JCS Policy INF2 (Flood Risk Management) and provides SUDS with multifunctional benefits (Water quantity, Water quality, Amenity, and Biodiversity). The strategy must include: <ul style="list-style-type: none"> <li>• Proposed post-development surface water flows and volume, including a comparison with pre-development values.</li> <li>• A drainage design layout plan including proposed design levels.</li> <li>• An exceedance flow route plan identifying safe surface water flow routes through the site should the capacity of the drainage system be exceeded.</li> <li>• Proposals for maintenance and management of SUDS.</li> </ul>	

		NB. For single dwellings a high-level strategy identifying the method of surface water disposal off the site (following the SUDS hierarchy) may be acceptable - with detailed technical aspects instead deferred by Planning condition.	
<b>Transport Assessment/Transport Statement</b>	All major applications likely to generate significant levels of vehicular movements.	<p>Precise scope to be agreed with Gloucestershire County Council on a case-by-case basis but it will need to demonstrate the impact, including cumulative impacts, of the proposed development on:</p> <ul style="list-style-type: none"> <li>• Congestion on the transport network</li> <li>• Travel safety within the zone of influence of the development.</li> <li>• Noise and / or atmospheric pollution within the zone of influence of the development</li> </ul> <p>The information submitted must enable to us to assess the application against Policy INF1 (Transport Network) of the Joint Core Strategy.</p>	
<b>Travel Plan</b>	All major applications unless they are unlikely to generate significant levels of vehicular movements.	The travel plan must set out a package of measures to encourage sustainable travel options to and from the development.	
<b>Viability Appraisal</b>	When the provision of affordable housing is a requirement of Policy SD12 of the Joint Core Strategy, <i>but</i> the affordable housing offer is below that required by policy due to financial viability concerns.	A detailed appraisal which sets out why a policy compliant affordable housing offer is unviable in this case. The appraisal must follow the approach / methodology advocated by the NPPF / NPPG and must be prepared by suitably qualified professionals. The appraisal will be assessed by a third-party on behalf of the council with the <b>cost of this assessment met by the applicant</b> (post-validation of the application). Please note that the viability appraisal (and all associated documentation) will not be treated as confidential but will be available to view by all on the council's planning website.	



## National Validation Requirements

The following are the nationally set validation requirements for planning applications etc. **including householder applications**. These are included here for completeness and ease of reference. Cheltenham Borough Council has no authority to alter these requirements.

What is Required	When Required	Guidance	Tick
<b>Application Form(s)</b>	All applications	The relevant application form can be completed online, via the Planning Portal. Alternatively, paper versions of the relevant forms can be downloaded from the Planning Portal and submitted.	
<b>The Application Fee</b>	All applications (unless a fee exemption applies)	As per the nationally set schedule of fees which can be found here [insert link]	
<b>Ownership Certificate</b>	All applications except applications for Advertisement Consent	<p>This is 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). As set out in <a href="#">Section 65 of the Town and Country Planning Act 1990</a> local planning authority shall not entertain an application unless the requirements are met. Any person who knowingly or recklessly issues a false or misleading certificate is guilty of an offence. It is therefore the responsibility of the applicant to ensure certificates are completed accurately and with the appropriate evidence in place to support if requested.</p> <ul style="list-style-type: none"><li>• <b>Certificate A – Sole Ownership and no agricultural tenants</b> 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.</li><li>• <b>Certificate B – Shared Ownership (All other owners/agricultural tenants known)</b> 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.</li><li>• <b>Certificate C – Shared Ownership (Some other owners/agricultural tenants known)</b> This should be completed if the applicant does not</li></ul>	



		<p>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> <ul style="list-style-type: none"> <li>• <b>Certificate D – Shared Ownership (None of the other owners/ agricultural tenants known)</b> 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.</li> </ul>	
<b>Location Plan</b>	All applications	<p>The location plan must be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, and wherever possible the plan should be scaled to fit onto A4 or A3 size paper.</p> <p>The 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.</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 (e.g. 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>	
<b>Site Plan AKA Block Plan</b>	All applications	<p>The site plan / block plan must be at a scale of 1:500 or 1:200</p> <p>The plan must show the proposed development relative to the site boundaries and other existing buildings on the site; it should also include a north point.</p>	
<b>Plans / Drawings</b>	All applications in so far as they are relevant and proportionate to the proposal.	<p>The following drawings (at a scale of 1:50 or 1:100) shall be submitted:</p> <ul style="list-style-type: none"> <li>• Existing and proposed elevation drawings (where external construction, demolition or alterations are proposed)</li> <li>• Existing and proposed floor plan drawings (where a new building is proposed or alterations to an existing building's plan)</li> </ul>	
<b>Design &amp; Access Statement</b>	Applications for Listed Building Consent		

	<p>Major planning applications</p> <p>Planning applications for 1 or more dwellings in a Conservation Area</p> <p>Planning applications seeking consent for 100sqm or more of building floor space within a Conservation Area (including householder applications)</p> <p>Applications for changes of use, s73 applications and engineering operations are excluded.</p>	<p>A Design and Access Statement is a concise report accompanying certain applications for planning permission and applications for listed building consent. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal.</p> <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application but should not be long.</p>	
<p><b>Biodiversity Net Gain Information</b></p>	<p>Applications for planning permission unless one or more of the BNG exemptions apply [insert link]</p>	<p>The following BNG information must be included in a report with a BNG applicable application:</p> <ol style="list-style-type: none"> <li>1. A statement confirming whether the application is BNG applicable or not.</li> <li>2. The pre-development biodiversity value (of the site) on the date of the application including the completed metric and working calculations. You can use a date earlier than the application date, but you must give valid reasons.</li> <li>3. A statement confirming whether the habitat on site has deteriorated in the time leading up to the application date. If it has, then an earlier date prior to this deterioration must be used.</li> <li>4. A description of any irreplaceable on-site habitat.</li> <li>5. A scaled site plan showing habitat on site.</li> </ol> <p>This should be completed in accordance with the Biodiversity Metric Principles included in 'The Statutory Biodiversity Metric User Guide' published by DEFRA. As a minimum this should include completed sections for onsite pre-and indicative post-development habitat delivery. Completed statutory biodiversity metric condition assessments for baseline habitats, including supporting information i.e. species lists and quadrat locations</p>	

		<p>Pre- and <i>indicative</i> post- development site plans clearly showing polygons and areas for each habitat used to populate the statutory metric calculation tool using UK Habitat Classification symbology (shapefiles in GIS or AutoCAD may be requested). The plans must be drawn to an identified scale and show the direction of north. Plans using Phase 1 symbology are not acceptable;</p> <p>Polygons within pre- and <i>indicative</i> post-development plans should be labelled with a Habitat Reference Number which should also be noted within the associated column within the Statutory Metric Tool</p>	
<b>Fire Statement</b>	Residential applications involving buildings of at least seven stories or 18 metres.	The relevant form can be downloaded here [insert link]. Fire statements enable the consideration of information on fire safety issues in so far as they relate to <u>planning</u> matters (for example site layout and access). The information within a Fire Statement should be focussed and concise, specific and relevant to the development, and proportionate to the scale, type and complexity of the proposal.	

## Definitions.

**Major applications:** For residential development it means where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000m<sup>2</sup> or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

**Main town centre uses:** Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment and more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

**Open Space:** As defined in the Cheltenham Plan 2020 (Para. 17.20); parks and gardens; natural and semi-natural greenspaces; amenity greenspace; provision for children and young people; allotments; cemeteries; disused churchyards or other burial grounds; and civic spaces including market squares and other hard-surfaced areas designed for pedestrians.

**Strategic Sites:** application sites falling within (in full or in part) those strategic allocations specified in Part 6 of the Joint Core Strategy, in particular those listed in Table SA1.

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**Next Review:** To be completed no later than 1 January 2027

## **Requirements by Application Type** (for clarity)

### **Full Planning Application (which includes applications for Technical Details Consent for validation purposes)**

National requirements - as above

Local requirements - as above

### **Outline Planning Applications**

National requirements – as above plus the application must also indicate the area or areas where access points to the development will be situated, **even if** access has been reserved.

Local requirements – as above in so far as they relate to the matters which are **NOT** reserved.

### **Applications for the Approval of Reserved Matters**

National requirements – as above

Local requirements – as above in so far as they relate to the remaining matters which **ARE** reserved.

### **Application Building for Listed Consent**

National requirements – as above

Local requirements - as above which for the avoidance of doubt always includes Heritage Statement, and includes an Ecology Report (where demolition is proposed)

### **Householder Applications**

National requirements - as above including for the avoidance of doubt a Design & Access Statement if 100sqm+ in conservation area.

Local Requirements – as above which includes for the avoidance of doubt a Flood Risk Assessment when in Flood Zone 2 or 3; Ecology Report in specified habitats and an Arb' Impact Assessment if tree affected;

### **Removal or Variation of Condition (s73 application)**

National requirements – as above

Local requirements – none (supporting information is likely to be required depending upon the nature of the subject condition/variation but this is not a local validity requirements).

### **Non-Material Amendment Application (s96a Application)**

National requirements – as above

Local requirements – none

### **Permission in Principle**

National requirements – as above

Local requirements – none

### **Prior Notification / Prior Approval (all types)**

National requirements – as specified in the General Permitted Development Order 2015 (as amended) on the date of application.

Local requirements – none

### **Advertisement Consent**

National requirements – as above (as supplemented below)

Local requirements – none