



## West Oxfordshire District Council - Planning Services - Validation Criteria for Major Applications

**Please note:** If the application is a **'Major' application** i.e. an application for 10 dwellings or more; an outline application for residential on sites of 0.5 hectares or more; or an application for offices, general industrial, storage and distribution and shops where the floor space exceeds 1000sq m, you should use this checklist.

**Please contact us with draft proposals before you submit your major application so we can provide advice and constructive comments.**

This can speed up the application process and enable us to determine your application quicker. The Government has set a target of 13 weeks to determine major applications. This is extended to 16 weeks if the application needs an Environmental Impact Assessment (EIR). You can get more information on this from planning officers before submitting your application. This target date includes the completion of Section 106 (legal) agreements where necessary. To assist in processing your application - please submit all the relevant information with your application.

Please complete this checklist to help you make sure you send us all the correct plans, forms and information. Please refer to the Validation Checklist Guidance Note if you are not sure what something means or what might be required. If you think this checklist asks for some information that is not relevant to your application, please explain why it is not appropriate, otherwise you **must** submit it. Please also submit a copy of your completed checklist with you application.

### **Plans requirements:**

**Paper Plans:** As a minimum, 1 original plus 3 copies of each document & plan is required, **HOWEVER** we reserve the right to ask for further copies or information we think is necessary to assess and publicise your application properly. Please discuss with us before submitting.

### **Electronic Plans:**

It is helpful for large applications, if electronic plans are submitted on CD. These can then be used for distribution to consultees. They should be labelled in accordance with the guidelines set out in our **'Guide to Submitting Electronic Files with Planning Applications'** available on request or found on the 'Planning Application - Forms and advice' page of our website at: <http://www.westoxon.gov.uk/>

We reserve the right to ask for extra electronic copies (preferably on disc) or paper copies of plans or information we think is necessary to assess and publicise your application properly.

### **Failure to provide the information required may invalidate your application and it will be returned to you as incomplete.**

- The following information **must** be submitted. If you think some information requested is not relevant to your application, please explain why not.
- Once you have completed this checklist, please send it or a copy to us, with your application.

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<b>Completed Application Form</b> (signed and dated)			
<p><b>Design and access statement</b> unless the proposal is for:</p> <ul style="list-style-type: none"> <li>○ Change in the use of land or buildings,</li> <li>○ engineering or mining applications,</li> <li>○ development within the curtilage of a single dwelling house which <b>is not</b> within a Conservation Area or A.O.N.B. (Area of Outstanding Natural Beauty), S.S.S.I. or World Heritage Site.</li> </ul> <p>(To find out whether the dwelling is within a Conservation Area please consult 'My West Oxfordshire' at <a href="http://www.westoxon.gov.uk/">http://www.westoxon.gov.uk/</a> or contact us)</p>			
<b>Plans - All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0 - 10 Metres</b>			
<p><b>Location Plan (at a scale of 1:2500 or 1:1250 as may be necessary to fulfil the criterion below).</b></p> <p>This should show the application site outlined in red, including access to the highway. Any other adjoining land owned or controlled by the applicant should be outlined in blue.</p> <p>Where possible plans should show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure the exact location of the application site is clear.</p>			
<p><b>Site plan/Block (at a scale of 1:200 or 1:500)</b> (In some circumstances 1:1250 may be appropriate)</p> <p>This should accurately show:</p> <ol style="list-style-type: none"> <li>a) the direction of North;</li> <li>b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;</li> <li>c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;</li> <li>d) all public rights of way crossing or adjoining the site;</li> <li>e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;</li> <li>f) the extent and type of any hard surfacing; and</li> <li>g) boundary treatment including walls or fencing where this is proposed.</li> </ol>			

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<p><b>Existing and proposed floor plans (at a scale of 1:50 or 1:100).</b> These should show the existing and proposed layout of the building.</p> <p>All floors should be shown separately and indicate clearly the location of the proposed development and the various uses of the floorspace. Where existing and proposed works are shown on the same drawing, new work must be indicated.</p> <p>Where existing buildings or walls are to be demolished these should be clearly shown. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable)</p>			
<p><b>Detail Plans (at a scale of not less than 1:20)</b> To show all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding or other details.</p>			
<p><b>Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100)</b> Such plans should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.</p> <p>Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings.</p> <p>This will be required for all applications involving new buildings. Levels should also be taken into account in the formulation of design and access statements.</p>			
<p><b>Roof plans (e.g. at a scale of 1:50 or 1:100)</b> A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material, vents and their location are typically specified on the roof plan.</p>			
<p><b>The appropriate fee</b></p>			

In addition to the information that **MUST** be submitted with your application, the following information may also be required, dependant on the particulars of your application. **If you have consulted with us prior to making this application you should be aware of the information you are required to submit.** However, should any further information be required in order to assess your application we will need to request it.

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<p><b>Affordable housing statement</b> (Required for applications 15 or more dwellings (or sites with an area of 0.5ha or more) in Witney, Carterton, Chipping Norton and Eynsham. Elsewhere, it will be sought on developments of two or more dwellings. Where redevelopment is involved, the threshold will relate to the increase in dwellings on the site.</p> <p>For further advice regarding the full requirements in the district, please consult the Affordable Housing Supplementary Planning guidance 2007 on our website at <a href="http://www.westoxon.gov.uk/planning/AffordableHousingSPD.cfm">http://www.westoxon.gov.uk/planning/AffordableHousingSPD.cfm</a></p>			
<p><b>Air quality</b> (If you are unsure, seek advice before submitting your application) Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application. Further advice is available in <b>Planning Policy Statement 23: Planning and Pollution Control</b>. (November 2004).</p> <p>There are AQMAs in Witney - Bridge Street and either end into High Street and Woodstock Road and in Chipping Norton at Horsefair and either end into Banbury Road, Market Place and West Street. Please seek advice if development falls within these areas.</p>			

Requirement	Tick if provided		If 'No' explain why not
	Yes	Yes	
<p><b>Biodiversity Survey/Protected Species Report/geological conservation/landscape report</b>  Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in <b>Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)</b> (August 2005), PPS9 is accompanied by a Government Circular: <i>Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system</i> (ODPM Circular 06/2005, Defra Circular 01/2005 and <i>Planning for Biodiversity and Geological Conservation: A Guide to Good Practice</i>.</p>			
<p><b>Daylight/Sunlight assessment</b>  In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in the British Research Establishments guidelines on daylight assessments.</p>			

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<p><b>Travel plan</b> (If you are unsure, seek advice before submitting your application)  A travel plan should be submitted alongside planning applications which are likely to have significant transport implications, as advised by Planning Policy Guidance Note 13: Transport (DETR, 2001), paragraphs 87-91.</p> <p>A travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.</p> <p>Further advice is available in <i>Using the planning process to secure travel plans: best practice guidance for local authorities, developers and occupiers</i> [ODPM and DfT, 2002] and <i>Making residential travel plans work</i> [DfT, 2007].</p>			

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	Yes	No	
<p><b>Environmental Impact Assessment</b> (If you are unsure, seek advice before submitting your application)</p> <p>The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) set out the circumstances in which an Environmental Impact Assessment (EIA) is required.</p> <p>Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where EIA is not required, the local planning authority may still require environmental information to be provided. An applicant may request a 'screening opinion' (i.e. to determine whether EIA is required) from the planning authority before submitting the application.</p> <p>For general guidance, an EIA may be required, dependant on the details of the proposal, for development of the following types:</p> <ol style="list-style-type: none"> <li>1. Agriculture and aquaculture</li> <li>2. Extractive industry</li> <li>3. Energy industry</li> <li>4. Production and processing of metals</li> <li>5. Mineral industry</li> <li>6. Chemical industry</li> <li>7. Food industry</li> <li>8. Textile, leather, wood and paper industries</li> <li>9. Rubber industry - Manufacture and treatment of elastomer-based products.</li> <li>10. Infrastructure projects</li> <li>11. Other projects (such as significant urban development)</li> <li>12. Tourism and leisure</li> <li>13. Any change to or extension of development of a description listed in Schedule 1 of The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 or where development is already authorised, executed or in the process of being executed, and the change or extension may have significant adverse effects on the environment;</li> </ol> <p>Details of The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) can be found at <a href="http://www.opsi.gov.uk/si/si1999/19990293.htm">http://www.opsi.gov.uk/si/si1999/19990293.htm</a></p>			

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	Yes	No	
<p><b>Flood risk assessment</b> (Applications in Environment Agency Flood Risk Zones)</p> <p>At the planning application stage, an appropriate Flood Risk Assessment (FRA) will be required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and taking climate change into account. Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency. 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. For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should be prepared by a developer in consultation with the local planning authority. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. <b>Planning Policy Statement 25: 'Development and Flood Risk</b> (December 2006) provides comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.</p> <p>Further important information regarding Flood Risk can be found at:  <a href="http://www.pipernetworking.com/floodrisk/">http://www.pipernetworking.com/floodrisk/</a></p> <p><b>Development of areas between 1 and 5 hectares</b></p> <p>Where the application consists of development of land 1 to 5 hectares in area, the Environment Agency requires that a Flood Risk Assessment is completed. The Environment Agency FRA Guidance Note explains what is required of applicants. See <a href="http://www.westoxon.gov.uk/planning/1APPforms.cfm">http://www.westoxon.gov.uk/planning/1APPforms.cfm</a> for appropriate forms and guidance</p>			

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	Yes	No	
<p><b>Foul sewage and Utilities Statement</b> (As required by the Council, if you are unsure, seek advice before submitting your application)</p> <p>All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage.</p> <p>Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in <b>DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297.</b></p> <p>If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.</p> <p>It is possible that the right to connect storm water to foul sewers in areas where there are no storm drains may be withdrawn by amendment to section 106 of the Water Industry Act 1991. An application should also indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains. ...continued.....</p>			

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<p>...continued.....</p> <p>The applicant should demonstrate:</p> <p>(a) that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;</p> <p>(b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;</p> <p>(c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;</p> <p>(d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.</p>			
<p><b>Historical, archaeological features and scheduled ancient monuments/Heritage Statement</b> (Required for developments near or within a S.A.M., Historic Site or a listed building)</p> <p>The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.</p> <p>For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A structural survey may be required in support of an application for listed building consent.</p> <p>For applications for conservation area consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.</p> <p>For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the setting and the setting of adjacent listed buildings may be required. ....continued.....</p>			

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<p>....continued.....</p> <p>proposed works and their impact on the special character of the listed building or structure, its For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.</p> <p>For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.</p> <p>For heritage assets, advice is provided in <b>Planning Policy Guidance Note 15 Planning and the Historic Environment</b>, (September 1994). For archaeological remains, advice is provided in <b>Planning Policy Guidance Note 16: Archaeology and Planning</b> (November 1990).</p> <p>Further local information can be found at: <a href="http://localplan.westoxon.gov.uk/">http://localplan.westoxon.gov.uk/</a></p>			
<p><b>Landscaping</b> (If you are unsure, seek advice before submitting your application)</p> <p>Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.</p>			
<p><b>Land contamination assessment</b> (Required for contaminated sites, sites previously used for industrial purposes or near a water course and major developments (10 or more residential units, 1,000 sq metres non-res floorspace) and those on or adjoining public open space)</p> <p>The information should include an extended assessment of contamination in line with <b>Planning Policy Statement 23 'Planning and Pollution Control'</b> (November 2004).</p> <p>Sufficient information is required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.</p>			

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	Yes	No	
<p><b>Lighting scheme, including a light pollution assessment</b> (As required by the Council, see Guidance Note or seek advice before submitting your application)</p> <p>Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. <b>'Lighting in the countryside: Towards good practice</b> (1997) is a valuable guide for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside. For further information see <a href="http://www.communities.gov.uk/">http://www.communities.gov.uk/</a></p>			
<p><b>Noise impact assessment</b> (As required by the Council in line with the guidance set out in PPG24, if you are unsure, seek advice before submitting your application)</p> <p>Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in <b>Planning Policy Guidance note 24: Planning and Noise</b> (September 1994).</p> <p>Sound insulation requirements may need to be met where the development is near existing noise sources such as development near Brize Norton Air Base. (Please seek advice before submitting your application).</p>			
<p><b>Open space</b> (If you are unsure, seek advice before submitting your application)</p> <p>For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site.</p> <p>Planning consent is not normally given for development of existing open spaces which local communities need. For development within open spaces, .....continued.....</p>			

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<p>....continued.....</p> <p>application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. An applicant may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements and any such evidence should accompany the planning application. Government planning policy is set out in Planning Policy Guidance note 17: Planning for open space, sport and recreation.</p>			
<p><b>Planning Obligations – Draft Head(s) of Terms</b> (If you are unsure, seek advice before submitting your application)</p> <p>Planning obligations (or “section 106 agreements” - agreements made under section 106 of the Town and Country Planning Act 1990 as substituted by section 12 of the Planning and Compensation Act 1991) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.</p> <p>Where Local Development Framework policies give details of likely section 106 requirements, a statement of the proposed Heads of Terms may be submitted with the application. Information should also be provided giving the full names and evidence of title for the land to be developed, along with details of any imminent changes to land ownership which might take place during the course of the application process. Further advice is available in ODPM Circular 05/2005 and found on the Communities and Local Government website at <a href="http://www.communities.gov.uk/">http://www.communities.gov.uk/</a></p> <p>The Audit Commission has also produced helpful guidance. <i>Route Map to Improved Planning Obligations :Improving performance on Section 106 agreements [2006]</i> can be found on the website <a href="http://www.audit-commission.gov.uk">www.audit-commission.gov.uk</a></p>			
<p><b>Sound insulation requirements</b> (As required by the Council, e.g near Brize Norton Air Base)</p>			
<p><b>Statement of community involvement</b> (If you are unsure, seek advice before submitting your application)</p> <p>Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority’s adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.</p> <p>(Depending on the nature of the proposal it may be appropriate to incorporate this statement within the Design and Access Statement or Planning Statement).</p>			

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<p><b>Structural survey</b> (If you are unsure, seek advice before submitting your application)  A structural survey may be required in support of an application especially if the proposal involves a conversion of an historic or Listed Building or suchlike.  (If in doubt, please seek advice before submitting your application).</p>			
<p><b>Supporting planning statement</b> (Including one may assist Officers when considering your application)  A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.</p>			
<p><b>Town Centre Uses – Evidence to accompany applications</b> (As required by the Council where new retail or leisure floorspace is provided. If you are unsure, seek advice before submitting your application)</p> <p>An application should be accompanied by an assessment of the need for the proposal where this would be in an edge of centre or out of centre location, and where it is not in accordance with an up to date development plan document strategy. But it is not necessary to demonstrate the need for retail proposals within the primary shopping area or for other main town centre uses located within the town centre. Evidence should be provided to show that there are no sequentially preferable sites. Policy advice on the policy tests for town centre uses is provided in <b>Planning Policy Statement 6: Planning for Town Centres</b> (March 2005).</p> <p>Further local information can be found at: <a href="http://localplan.westoxon.gov.uk/">http://localplan.westoxon.gov.uk/</a></p>			

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<p><b>Transport assessment</b>  A 'Transport Assessment' is required on schemes of 79 dwellings or more.  A 'Transport Statement' is required on schemes of 50-79 units but would also help on any scheme of 2 or more units.</p> <p><b>Planning Policy Guidance 13 'Transport'</b> (March 2001) advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.</p> <p>For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in <b>Guidance on Transport Assessment</b>, published by the Department for Transport (March 2007).</p>			
<p><b>Tree survey/Arboricultural statement</b> (Applications involving building works within 5 metres of a tree or works to trees)  Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.</p>			

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<p><b>Ventilation/extraction details</b> (Required for applications which include commercial extraction flues or that require special sound insulation measures such as those near Brize Norton Air Base)</p> <p>Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments - use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises), B1 (general business) and B2 (general industrial).</p> <p>This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. (This will be required for applications which include commercial extraction flues).</p>			

This Validation Checklist is a Direction made under section 62 of the Town and Country Planning Act 1990 and Regulation 4 of the Application Regulations 1988. Failure to submit the information required by the Direction may result in the application being treated as invalid under article 5(4) of the Town and Country Planning (General Development Procedure) Order 1995.

Should you require further guidance, please contact: Planning and Sustainable Communities, Elmfield, New Yatt Road, Witney, Oxon, OX28 1PB.  
**Tel:** 01993 861420 **Web:** [www.westoxon.gov.uk](http://www.westoxon.gov.uk) **email:** [planning@westoxon.gov.uk](mailto:planning@westoxon.gov.uk)