



WEST OXFORDSHIRE
DISTRICT COUNCIL

Hedgerow removal notice Validation Checklist

How to use the Validation Checklist

This validation checklist sets out the information you must submit with your application for hedgerow removal notice. We reserve the right to request further information that is reasonably required for the determination of the planning application.

Planning applications should be submitted via the [Planning Portal](http://www.planningportal.gov.uk) (www.planningportal.gov.uk) to enable the Council to validate and process applications efficiently. If this is not possible, the original application form and documentation should be posted to our office.



Once the application has been registered, any further supporting information must be emailed to us. If you are unsure of any checklist requirements, advice should be sought from the Council, prior to submitting your application.

Data protection statement: We will only use your personal information gathered for the specific purposes of your application/enquiry. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.

Please note:

- You can request at the point of submission for your details to be made confidential, but your address and agent's details will remain.
- If you are the applicant, your name and application site address will be in the public domain in perpetuity by virtue of them being part of the Decision Notice in the Public Register



Supporting documentation

All supporting documents should be uploaded to the Planning Portal at a maximum file size of 30mb, in separate named documents, as a PDF. All plans and drawings must include the paper size, address of the proposal, metric scale, be appropriately titled, and plans must show the direction of north.


Please ensure the content and detail of your supporting documentation is sufficient to assess and consult on your application. Many applications require further information following validation due to insufficient detail within documents. This can extend the timeframe required to make a decision on your application.

The need for, scale, scope, and level of detail for each assessment should be established as early in the development management process as possible. Technical assessments must be prepared by appropriately qualified persons.

If your proposal/site requires you to submit a document from the 'Local Requirements' list, but you do not believe you need to provide it for your application, please submit a written statement outlining the reasons why the document is not required. Failure to provide a reason why you have not submitted a relevant document may result in your application being invalidated.


National requirements


As a minimum, you must provide the following documents for your planning application to be valid.


 Document type	Is it required for my application?	What information is required?
Application Form	All applications	A completed relevant application form.
Correct Application Fee	All applications	Planning Portal's fee calculator
Location Plan Scale 1:1250 or 1:2500	All applications	<ul style="list-style-type: none"> • An up-to-date base map and scaled to fit onto A4 or A3 size paper wherever possible, showing the direction of north. • Sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. • Application site edged clearly with a red line and includes all land necessary to carry out the proposed development (for example land required for access to the site from a public highway, visibility splays where relevant, landscaping, car parking and open areas around buildings). • A blue line drawn around any other land owned by the applicant, close to or adjoining the application site.
Ownership Certificate and Agricultural Land Declaration	All applications	<ul style="list-style-type: none"> • Complete certificate to provide certain details about the ownership of the application site and confirm that an appropriate notice has been served on any other owners (and agricultural tenants). • Forms of notice are in Schedule 2 to the Town and Country Planning (Development Management Procedure (England) (Order) 2015. • Notify all agricultural tenants on a site prior to the submission of a planning application, and certify that you have notified any agricultural tenants about your application, or that there are no agricultural tenants on the site. • This declaration is required whether or not the site includes an agricultural holding, and is incorporated into the ownership certificates on the standard application form.

Local requirements

The Council requests the following supporting information with a planning application. This is the minimum requirement to be included in your supporting document to enable us to validate your application. If enough information is not provided within your supporting document, it is likely to cause delays to the consideration process.

 Document type	Is it required for my application?	What information is required?
Biodiversity Self-Assessment	<ul style="list-style-type: none"> All new planning applications are required to complete a Biodiversity Self-Assessment form (Full Permission, Outline Permission, Listed Building Consent, Permission in Principle). 	<ul style="list-style-type: none"> Complete the Biodiversity Self-Assessment Form and submit a copy with your application. Please see our website to download the Biodiversity Self-Assessment form (Full Permission, Outline Permission, Listed Building Consent, Permission in Principle). <ul style="list-style-type: none"> Cotswold District Council West Oxfordshire District Council Forest of Dean District Council In circumstances where a Biodiversity Report is submitted with the application the Self Assessment Form is not needed. Identify if and where biodiversity gains will be made.
Biodiversity Report	<ul style="list-style-type: none"> Where the Biodiversity Self Assessment Form has indicated that there could be impacts on Biodiversity (Habitats or Species). Proposals that could affect any of the following (as identified by completing a copy of the Biodiversity Self-Assessment form): <ul style="list-style-type: none"> Wildlife sites; Habitats; Other natural features; Protected species; or Priority species Proposals that are required to demonstrate a Biodiversity Net Gain (Currently, only required for major applications submitted to West Oxfordshire). Proposals that are required to provide information for the council to carry out a Habitats Regulations Assessments (HRA). 	<ul style="list-style-type: none"> Preliminary Ecological Appraisal (PEA) report (only acceptable where no further surveys or only precautionary mitigation measures are required); otherwise. Ecological Impact Assessment report (EclA) <p>Note: individual species reports are unlikely to be accepted – please refer to Biodiversity Guidance for more information. In accordance with best practice guidance, please do not submit your application until you have received all the surveys required to validate your application.</p> <ul style="list-style-type: none"> Cotswold District Council West Oxfordshire District Council Forest of Dean District Council Other information where relevant: <ul style="list-style-type: none"> Biodiversity net gain assessment Information to inform a Habitats Regulations Assessment (where identified within the Biodiversity Report).

 Document type	Is it required for my application?	What information is required?
Biodiversity Report Declaration of Adequacy	<ul style="list-style-type: none"> Must be submitted with any Biodiversity Reports 	<ul style="list-style-type: none"> A signed Biodiversity Report Declaration of Adequacy form will be required alongside any biodiversity reports submitted and should be completed by the ecologist who undertook the report, as well as signed by the applicant or agent. The form can be downloaded on our website here: <ul style="list-style-type: none"> Cotswold District Council West Oxfordshire District Council Forest of Dean District Council
Heritage Statement (also known as a Statement of Heritage Significance)	<ul style="list-style-type: none"> Applications that affect the significance of any designated and non-designated heritage assets, either directly or by being within its setting. 	<ul style="list-style-type: none"> Describe the significance of any heritage assets affected, including any contribution made by their setting. Level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. Consult the County Historic Environment Record, as a minimum, and assess the heritage assets using appropriate expertise where necessary. Consult conservation area appraisals where published.
Landscape and Visual Impact Assessment	<ul style="list-style-type: none"> Any development that may have a significant impact on the landscape of an area. Areas of high landscape quality or with known landscape assets, including conservation areas, historic parks and gardens 	<ul style="list-style-type: none"> Sufficient information to determine the impact of the development on the surrounding landscape and from visual receptors, for example public rights of way, public open spaces, dwellings, sensitive locations and other important landscape features / views. Refer to the Cotswold National Landscape documents, if located in the study area.
Supporting Planning Statement	<ul style="list-style-type: none"> All applications 	<ul style="list-style-type: none"> Evidence of date of planting.
Tree Survey / Arboricultural Impact Assessment	<ul style="list-style-type: none"> Proposals involving development or works that could affect trees or hedges within or bounding a site. This applies to trees or hedges with a stem diameter greater than 75mm, when measured at 1.5m above ground level. <ul style="list-style-type: none"> Development may include hard surfacing, structures, site set up, utilities, excavations or changes in ground level. 	<ul style="list-style-type: none"> Where an application involves development or works that affects trees within a site, accurately show the species, position of the trees and canopy spread on a site plan, in accordance with the guidance in British Standard 5837:2012. An Arboricultural Impact Assessment may be required, including a tree protection plan, an evaluation of impact

 Document type	Is it required for my application?	What information is required?
		of tree losses and any specialist issues that may need to be addressed by an arboricultural method statement.
Any other plans, information or statements required as part of the Pre-application advice process	<ul style="list-style-type: none"> • All applications 	<ul style="list-style-type: none"> • Any other plans, information or statements where additional information may be necessary for the purpose of the application that have been requested as part of the pre-application advice process.