



## Validation Criteria for application for General and Commercial development - Types 4, 5, 6, 7, 8 and 9

If you are making a planning application which falls within application types 4, 5, 6, 7, 8 and 9 (General and Commercial i.e. non-householder or Outline applications) the following plans or information should be provided. Once you have completed this checklist, please send it or a copy to us, with your application.

**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 not use this checklist. In those circumstances, **please see the Validation Checklist for 'Major Applications'**.

- The following information must be submitted. If you think some information requested is not relevant to your application, please explain why not.
- **Failure to provide the information requested may invalidate your application and it will be returned to you as incomplete.**
- **One original plus one copy** of each document & plan is required unless the application is submitted electronically. However we reserve the right to ask for extra electronic or paper copies of plans or information we think is necessary to assess and publicise your application properly.

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>			

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	Yes	No	
<p><b>Site plan/Block (at a scale of 1:200 or 1:500)</b>  This should accurately show:</p> <ul 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> </ul>			
<p><b>Existing and proposed elevations (at a scale of 1:50 or 1:100).</b>  These should show full elevations of the proposal from all aspects and show clearly the proposed works in relation to what is already there and where possible, the proposed building materials and the style, materials and finish of windows and doors.</p> <p>Blank elevations must also be included; if only to show that this is in fact the case.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. Existing elevations should be shown separately.</p> <p>The level of the ground floor and of the site should be shown in relation to the level of the adjoining street.</p>			
<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>			

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	Yes	No	
<p><b>Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100)</b></p> <p>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></p> <p>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>			
<b>The appropriate fee</b>			

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 (see Validation Checklist Guidance Note).

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<b>Supporting planning statement</b> (Including one may assist Officers when considering your application)			
<b>Transport assessment</b> (See Guidance Note or seek advice before submitting your application)			
<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.			
<b>Draft travel plan</b> (See Guidance Note or seek advice before submitting your application)			
<b>Planning Obligations</b> (See Guidance Note or seek advice before submitting your application)			
<b>Flood risk assessment</b> (Applications in Environment Agency Flood Risk Zones) See <a href="http://www.pipernetworking.com/floodrisk/">http://www.pipernetworking.com/floodrisk/</a> <b>Development of areas between 1 and 5 hectares</b> 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			
<b>Impact Assessment</b> (As required by the Council where new retail or leisure floorspace is provided, see Guidance Note or seek advice before submitting your application)			
<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.			
<b>Open space</b> (See Guidance Note or seek advice before submitting your application)			
<b>Landscaping</b> (See Guidance Note or seek advice before submitting your application)			
<b>Tree survey/Arboricultural statement</b> (Applications involving building works within 5 metres of a tree or works to trees)			
<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)			
<b>Biodiversity Survey/Protected Species Report/geological conservation/landscape report</b>			
<b>Noise impact assessment</b> (As required by the Council in line with the guidance set out in PPG24, see Guidance Note or seek advice before submitting your application)			

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<b>Air quality</b> (See Guidance Note or seek advice before submitting your application)			
<b>Sound insulation requirements</b> (As required by the Council, e.g near Brize Norton Air Base. Please see Guidance Note or seek advice before submitting your application)			
<b>Assessment for the treatment of foul sewage</b> (As required by the Council, see Guidance Note or seek advice before submitting your application)			
<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)			
<b>Structural survey</b> (See Guidance Note or seek advice before submitting your application)			
<b>Details of any lighting scheme, including a light pollution assessment</b> (As required by the Council, see Guidance Note or seek advice before submitting your application)			
<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)			
<b>Statement of community involvement</b> (See Guidance Note or seek advice before submitting your application)			
<b>Environmental Impact Assessment</b> (See Guidance Note or seek advice before submitting your application)			
<b>Evidence to accompany applications for town centre uses</b> 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 (March 2005)</b> . Further local information can be found at: <a href="http://localplan.westoxon.gov.uk/document.aspx">http://localplan.westoxon.gov.uk/document.aspx</a>			

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 Services, Elmfield, New Yatt Road, Witney, Oxon, OX28 1PB.  
Tel: 01993 861420 Fax: 01993861451 Web: [www.westoxon.gov.uk](http://www.westoxon.gov.uk) email: [planning@westoxon.gov.uk](mailto:planning@westoxon.gov.uk)