

Hart District Council

Validation Requirements

Householder Planning Applications

PART 1 – National Requirements

N.B. In addition to the National Requirements set out below, Hart District Council has adopted Local Requirements which must also be met before an application can be made valid. These are set out from Page 10 onwards.

This validation list relates only to Householder applications. The general requirements related to other types of planning application are set out in the **General Validation Requirements**.

Item	Notes	Content required	Relevant Policy or Guidance
Application Form	Most applications are made via the Planning Portal. For those not using the Portal, a copy of the form is available here .	There is a specific form for Householder Applications.	Submit, if possible, via the Planning Portal .
Description of Development	Carefully consider the description of development prior to submitting. A comprehensive, clear, precise and succinct description of the proposed development will help to avert delay and greatly assist the Council.	The description is entered on the application form. It must include all elements that require planning permission. As well as including all the key elements, describe their scale and location. As well as including all the key elements, describe their scale and location. Do not include irrelevant details or set out a justification for the proposal.	Examples: <i>“Two storey extension to rear and single storey extension to side”</i> <i>“Convert existing integral garage into habitable living space; single storey side extension forming double garage; new dropped kerb to front”</i> N.B. Where applications for Planning permission and listed building consent are submitted in relation to the same proposal, the description of each must relate to the type of application, so the description of the planning application will relate only to the proposed development for which planning permission is required whereas the description of the Listed Building works will relate to all the relevant alterations to the listed building and may include works which do not require planning permission.

Item	Notes	Content required	Relevant Policy or Guidance
Ownership and Agricultural Holdings Certificate	The ownership certificate and agricultural holdings certificate are normally combined on the same part of the application form. N.B. You must complete the Agricultural Holdings Certificate - even if your application is for a non-agricultural use.	The correct ownership certificate must be completed. All agricultural tenants MUST be notified before submission of a planning application. Applicants must certify that they have notified any agricultural tenants about their application, or that there are none.	Guidance on Ownership Certificates and Agricultural Land Declarations
Fee	Statutory – set by Central Government	Full Payment	The Planning Portal fee calculator can be found here: https://www.planningportal.co.uk/app/fee-calculator

Item	Notes	Content required	Relevant Policy or Guidance
Plans – General Notes	N.B. Where plans are based upon Ordnance Survey information/maps/data then to preserve Ordnance Survey copyright, the relevant licence to reproduce the data should be clearly shown. No application will be registered if any of the drawings submitted infringe or appear to infringe Ordnance Survey or any other copyright.	<p>All plans must be legible and contain the following information:</p> <ul style="list-style-type: none"> • A unique drawing number. • A drawing title e.g., Proposed/ existing elevation/ floor plans. • Contain the address of the application site. • A recognized metric scale and scale bar. <p>All drawings must be drawn to scale and should <u>not</u> contain ‘Do not scale’ or similar wording.</p>	<p>Ordnance Survey plans are available through their OS licensed partners.</p> <p>Location and Site Plans can also be purchased through the Planning Portal https://www.planningportal.co.uk/planning/planning-applications/buy-a-planning-map</p>

Item	Notes	Content required	Relevant Policy or Guidance
Location Plan	Where possible, the plan should fit on a single A4 or A3 page.	<p>Must:</p> <ul style="list-style-type: none"> • be based on an up-to-date map. • be to a recognised scale (Ideally 1:1250 or 1:2500). • show the direction of North. • be clearly edged in red, including all land necessary to carry out the development and the access from the public highway. • identify sufficient roads and/or buildings on land surrounding the application site to ensure that the exact location of the application site is clear <p>Any other land owned by the applicant in proximity to the site should be outlined in blue.</p>	See note above about sourcing copyrighted plans.

Item	Notes	Content required	Relevant Policy or Guidance
Site/Block Plan	<p>In addition, where relevant, show:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements and the position of any window openings near the boundary. • Any public rights of way crossing or adjoining the site. • The position of all trees on the site, and those on adjacent land. • The extent and type of any hard surfacing. • Boundary treatments including any walls or fencing. 	<p>Must be to an identified scale (Ideally 1:500).</p> <p>Show:</p> <ul style="list-style-type: none"> • the direction of North. • the proposed development in relation to the site boundaries and other existing buildings on the site. 	

Item	Notes	Content required	Relevant Policy or Guidance
Drawings (including floor plans and elevations)	<p>N.B. Please:</p> <ul style="list-style-type: none"> • clearly label relevant elevations and annotate which floor the plans represent. • indicate on the floor plans the use of each room along with any windows, doors and walls. • State the total additional gross floorspace being created. 	<p>Preferably 1:50 or 1:100 scale. Show:</p> <ul style="list-style-type: none"> • The works in relation to what is already there. • Where possible, proposed materials, style and finish of windows and doors. • Blank elevations for clarity. • Existing buildings or walls that are proposed to be demolished. • New buildings in context with adjacent buildings • The relationship between buildings and the position of any window openings in them including the approximate position of those adjoining or in proximity to the site. • Existing and proposed vehicle parking space. 	

Item	Notes	Content required	Relevant Policy or Guidance
<p>Section Drawing and Site Levels Plan</p>	<p>Only required:</p> <p>a) Where a proposal involves a change in ground levels</p> <p>b) On sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular, the relative levels between existing and proposed buildings.</p> <p>The Site Levels Plan may take the form of contours, spot levels, or cross/long sections or a combination of the three relating to a fixed datum point outside of the site..</p>	<p>Preferably 1:50 or 1:100 scale.</p> <p>Show:</p> <ul style="list-style-type: none"> • Existing and proposed ground levels • a cross-section through the proposed building(s)/extension. • Existing and finished floor levels. • How proposed level changes relate to any retained trees. <p>For sloping sites show on a Site Levels Plan:</p> <ul style="list-style-type: none"> • How the proposal sits within the site. • The relative levels between existing and proposed buildings. • Proposed finished floor levels in relation to existing ground/floor levels. • Any retaining structures. 	

Item	Notes	Content required	Relevant Policy or Guidance
Design and Access Statement	Only required if creating 100m ² or more of additional floorspace in a Conservation Area or where the house is a listed building.	It should be used to explain the design thinking and how it will be accessible and inclusive to all.	Useful advice can be found Design Council advice on Design and Access Statements .
Flood Risk Assessment	You can find out if your site is in Flood Zones 2 or 3 here: https://flood-map-for-planning.service.gov.uk/	Use the advice for minor extensions to complete an assessment for a minor extension which is in flood zone 2 or 3. A “minor extension” is one with a floor space of no more than 250 square metres. Anything larger than that or on a site of 1 hectare or more would require a full Flood Risk Assessment.	

PART 2 – Local Requirements

Hart District Council requires that additional information, known as the Local Requirements, are submitted where necessary. Applicants are advised to seek advice on the need for more information before submitting an application. The information requirements are set out below.

Item	When required	Content required	Relevant Policy or Guidance
Air Source Heat Pump Calculation	All new air source heat pumps within a defined settlement.	<ul style="list-style-type: none"> a) All new single air-source heat pumps within a defined settlement must have a completed MCS Calculation. b) All new multiple air-source heat pump installations, situated within a defined settlement, which are not supported by certification demonstrating that the noise limit of 42dB (A) at the nearest would be met must be accompanied by a BS 4142:2014-compliant Noise Impact Assessment. 	MCS Planning Standards for Permitted Development Installations of Wind Turbines and Air Source Heat Pumps on Domestic Premises The relevant part of this document is the second half.

Item	When required	Content required	Relevant Policy or Guidance
Heritage Statement	<p>For any proposal affecting a designated or non-designated heritage asset or its setting.</p> <p>Designated heritage assets include:</p> <ul style="list-style-type: none"> a) Listed Buildings b) Conservation Areas c) Scheduled Monuments d) Registered Parks and Gardens <p>Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions but do not meet the criteria for designated heritage assets.</p>	<p>A Heritage Statement should include;</p> <ul style="list-style-type: none"> • Statement of significance • Impact assessment and mitigation strategy • Statement of justification including how any perceived harm is weighed against perceived public benefit • Assessment made by a specialist including an evaluation of alternative solutions and why they were rejected in favour of the proposal (where relevant) • Structural and condition survey, (where relevant) • Repairs schedule, where relevant • Building regulations compliance (where relevant) 	<p>See the Council's Heritage Statements Guidance Notes</p> <p>See also saved Policies GEN1 and CON10 and the Hart District Local Plan (Replacement) 1996-2006 and NBE8 of the Hart Local Plan (Strategy and Sites) 2032.</p> <p>Please see Historic England website for more information regarding heritage assets including Statements of Heritage Significance.</p>

Item	When required	Content required	Relevant Policy or Guidance
Land Contamination Assessment	Only when on land where contamination is known to exist or to have existed and where remediation measures were put in place and may be affected by the proposal.	A contaminated land assessment may be required but the level of information required as part of a land contamination assessment will vary depending on the known and/ or suspected levels of residual contamination.	The Government Policy is set out in the National Planning Policy Framework Section 15 , (paragraphs 189 - 190).
Ecological Assessment	<p>Proposals for:</p> <ul style="list-style-type: none"> • part/ full demolition, • development that involves the loss of trees/ hedges • development adjacent to (within 0.5 km of) waterways/ ponds. <p>within 2km of a Site of Special Scientific Interest (SSSI) or ancient woodland (except applications for Advertisements, Listed Building Consent or Changes of use)</p>	<p>The assessment should:</p> <p>Identify the location or habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations, 2017 or other animals protected under their own legislation.</p> <p>If there is a reasonable likelihood of a protected species being present, a Phase I habitat survey needs to be completed. If the presence of a protected species is identified, then a Phase II survey needs to be completed along with a proposed mitigation strategy. Details of the minimum requirements of these, which depend on the species involved, can be found on Natural England's website.</p>	<p>Guidance on the situations in which bats are likely to be present and where a developer can reasonably be expected to submit a bat survey is given by the Bat Conservation Trust's "Bat Surveys - Good Practice Guidelines".</p> <p>For a check on whether a Wildlife Assessment is likely to be required see the Biodiversity in Planning Tool Kit: Wildlife Assessment Check – Partnership for Biodiversity in Planning</p>

Item	When required	Content required	Relevant Policy or Guidance
<p>Parking Statement/Plan</p>	<p>For proposals where there is an increased requirement for vehicle parking and/or where existing parking arrangements are changing (this includes increase in bedroom numbers)</p>	<p>Details of existing and proposed parking provision (including any existing features likely to inhibit their use) shown on a scaled plan.</p> <p>Applicants will be required to provide sufficient parking, based on the standards specified in the Adopted SPD.</p> <p>Details of the number of existing and proposed bedrooms.</p> <p>Where it is impractical to meet the published standards, planning applications must be accompanied by an assessment of the parking stress in the area and the capacity for on-street parking.</p>	<p>Guidance is set out in the Hart Cycle and Car Parking in New Development SPD – December 2023</p> <p>It will be the applicant’s responsibility to make sure that the changes made to an existing property will not prejudice the retention of adequate parking within the curtilage of the property.</p>

Item	When required	Content required	Relevant Policy or Guidance
<p>Tree Survey and Arboricultural Assessment</p>	<p>Where any new building work (including construction of access drive, patios, and the laying of drains/services) may have an impact on trees or woodland within the application site or on adjacent land. For validation purposes this would include where any work comes within 15 metres of:</p> <ul style="list-style-type: none"> a) A tree the subject of a Tree Preservation Order either within the application site or on adjoining land or b) A tree that lies within a Conservation Area. c) Any Ancient Woodland, or Ancient or Veteran trees, on or adjacent to the site. d) Any other mature tree which is visible in the public domain <p>An Arboricultural Method Statement must be provided where the development requires works to be carried out to a tree that is the subject of a Tree Preservation Order.</p>	<p>An Arboricultural Impact Assessment should follow the guidance in British Standard 5837-2012 Trees in relation to Design, Demolition and Construction.</p> <p>The survey plan should;</p> <ul style="list-style-type: none"> • Identify the species of all trees and their dimensions, all trees to be removed, retained trees and their canopy spreads and root protection areas including those for veteran/ancient trees and buffer zones for ancient woodland. • Identify the impact the tree has (if any) <p>An Arboricultural Method Statement should set out;</p> <ul style="list-style-type: none"> • Measures needed to protect the trees shown to be retained including a Tree Protection Plan • Schedules of any necessary tree work • Proposals for long-term maintenance. 	<p>See saved Policy CON8 of the Hart District Local Plan (Replacement) 1996-2006, NBE4 of Local Plan (Strategy and Sites) 2032 and the National Guidance regarding ancient woodland.</p>

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		<ul style="list-style-type: none"> • Details of any proposed services/utilities/drainage and associated infrastructure. • Details, including cross-sections, as appropriate, of any engineering work within root protection areas or buffer zones of trees or woodland. • It should also include any trees on adjacent sites affected by the works 	