

VALIDATION CHECKLIST MINIMUM REQUIREMENT

APPLICATION TYPE	COMPLETED FORM & OWNER CERTIFICATION	FEE	LOCATION PLAN	EXISTING AND PROPOSED SITE PLAN	EXISTING AND PROPOSED FLOOR PLANS	ROOF PLANS	EXISTING AND PROPOSED ELEVATIONS	PROPOSED MATERIALS	SCALE BAR ON DRAWINGS	ADDITIONAL INFORMATION REQUIRED (SEE PAGE 38 – 50 OF HOPS FOR COMPREHENSIVE LIST)
Full Planning Permission	✓	✓	✓	✓	✓	✓	✓	✓	✓	<ul style="list-style-type: none"> ▪ PAC Report (Major or National Applications) ▪ Advert Fee (as applicable) ▪ Design statement (as applicable) ▪ Design and Access Statement ▪ Environmental Statement (as applicable) ▪ Existing and Proposed Topographical Survey – (Except where it is for change of use only) ▪ Existing and proposed sections and site levels as applicable
Householder Applications	✓	✓	✓	✓	✓	only if alteration is to roof space	✓	✓	✓	
Planning Permission in Principle	✓	✓	✓	✓					✓	<ul style="list-style-type: none"> ▪ Advert Fee (as applicable) ▪ PAC Report (Major or National Applications)
Listed Building Consent	✓		✓			✓	✓	✓	✓	<ul style="list-style-type: none"> ▪ Proposed Changes Marked in Colour ▪ Photos ▪ Design and Access Statement ▪ Existing and Proposed Topographical Survey (as applicable) ▪ Existing and proposed sections (include site levels if it involves groundwork) ▪ Conservation Audit (applicable for new build only) ▪ Window Survey and Roof Treatments (as applicable) ▪ Method Statement and Fire Ratings (as applicable)
Conservation Area Consent	✓		✓						✓	<ul style="list-style-type: none"> ▪ Photos ▪ Design statement (as applicable) ▪ Conservation Audit (applicable for new build only) ▪ Method Statement
Advertisement Consent	Completed Form	✓	✓	✓			✓	✓	✓	<ul style="list-style-type: none"> ▪ Street Elevation Plan ▪ Proposed Changes in Colour ▪ Section(s) of proposed signage ▪ Details of illumination (as applicable) ▪ Any other relevant Information specific to the proposal
Discharge of Condition	✓	✓								<ul style="list-style-type: none"> ▪ List of Conditions to be Discharged/Satisfied ▪ Documents/Materials required to discharge/satisfy as identified in list of conditions.
Certificate of Existing Lawful Use	✓	✓	✓						✓	<ul style="list-style-type: none"> ▪ Evidence of Operation e.g., 10 years of continuous use i.e., for HMO use - tenant agreements/for Short Term Let use - rates charge payments.

										<ul style="list-style-type: none"> Existing drawing as applicable
Certificate of Proposed Lawful Use	✓	✓	✓						✓	<ul style="list-style-type: none"> Evidence of Proposed Operation Supporting documents as applicable Existing and proposed drawing as applicable
Pre-Application	✓	✓	✓						✓	<ul style="list-style-type: none"> Drawings/Plans (as appropriate) Outline case for the proposal (large developments)
Renewal	✓	✓	✓							<ul style="list-style-type: none"> PAC Report (Major or National Applications)
Prior Approval Incl. Demolition	✓	✓	✓				✓	✓	✓	<ul style="list-style-type: none"> Method Statement (as appropriate) Advert fee (as applicable) Existing and Proposed Topographical Survey (as applicable)
Change of Use of Land	✓	✓	✓	✓					✓	<ul style="list-style-type: none"> Operational Statement Advert Fee (as applicable) Plans/ Elevations (as applicable)
Change of Use of Building	✓	✓	✓	✓	✓		✓		✓	<ul style="list-style-type: none"> Operational Statement Advert Fee (as applicable) See (Use classes & Permitted changes GPDO)
Prior Notifications (All Development Types)	✓	✓	✓	✓	✓		✓	✓	✓	<ul style="list-style-type: none"> Written description of proposed development Please refer to Prior Notification Guidance for further details
Prior Approval	✓		✓	✓	✓		✓	✓	✓	<ul style="list-style-type: none"> The level of information required will depend on what was requested through the decision letter at Prior Notification stage.
Deemed Consent for Hazardous Substances	✓	✓								<ul style="list-style-type: none"> Certificates or Documents required by Regulations. Neighbour Notification Publication of Notice of Application Owner Notification