

VALIDATION CHECKLIST

Please be aware that your planning application will be published online. Only submit personal information that you are happy to be made available on the internet, however, we would advise that we do NOT publish signatures.

We recommend submitting your application via the Planning Portal:

[Start Application \(planningportal.co.uk\)](https://planningportal.co.uk)

PLEASE ENSURE YOUR APPLICATION INCLUDES THE FOLLOWING:

- Location Plan:** 1 copy of a scaled site location plan (either 1:1250 or 1:2500). The application site should be outlined in red. The plan should show at least two separate named roads and neighbouring properties. Any adjoining land in the “applicant’s” ownership or control must be outlined in blue. All plans must be up to date.
- Ownership Certificate (Not applicable for Advertisement Consent) A completed ownership certificate A, B, C or D signed and dated. Please complete the section “on behalf of” if signing on behalf of the owner.**

For Certificates B and C, an applicant must serve written Notice under Article 13 on the Owner(s) to tell them an application is being made and we require a copy of this Notice to be submitted with the application. In addition, for Certificates C and D an applicant must advertise in the local press that they are making an application and do not know the owner(s) of some, or all, of the land. **A copy of the published notice needs to be included with the application.**

- Plans & Elevations:** 1 copy of each drawing. The drawings should show the existing and proposed work at a scale of 1:50 or 1:100. New work should be shown accurately and clearly marked on the layout plans. ALL elevations must be illustrated, ie, front, sides and rear. A scale bar must be clearly shown on all plans. When submitting documents electronically please scanned all plans at the correct paper size (format PDF). **Please Note: photographs of plans will not be accepted.**

- Design and Access Statements** are required for:
- Major development
 - The provision of one or more dwellinghouses where any part of the development is in a designated area, i.e. Conservation Area or Area of Outstanding Natural Beauty

- The provision of a building or buildings, where the floor space created by the development is 100 square metres or more, where any part of the development is in a designated area, i.e. Conservation Area or Area of Outstanding Natural Beauty.
- Where the property is a Listed Building.

Statutory Biodiversity Net Gain (BNG) Metric is required to be submitted with planning applications relating to major or minor development. For further information on BNG please see our website page [Submit a planning application | North Herts Council \(north-herts.gov.uk\)](#) and the Matrix of Validation Requirements on this web page.

The metric should be provided on the latest Defra calculation tool and should be submitted in its entirety. You can choose to use a simpler version of the metric tool, called the small sites metric (SSM) if your development meets the criteria to do so.

Please see the user guides to ensure the appropriate information is submitted: [Statutory biodiversity metric tools and guides - GOV.UK](#)

The metric should be provided in both an excel file format as well as a 'fit to page' publishable pdf file.

BNG exemption– If you are submitting an application, which you consider to be exempt from BNG, then this must be justified in the planning application. If your application is for Self Build/ Custom Build then you must also complete the Self Build/Custom Build BNG exemption form which is available on our website page [Submit a planning application | North Herts Council \(north-herts.gov.uk\)](#)

Fee: The correct planning fee. If the application is submitted via the Planning Portal the fee will be paid directly to the Planning Portal. For applications submitted directly to NHDC, payments can be made via the NHDC website once an application reference number has been issued.

Non-householder applications may require the submission of a unilateral undertaking or heads of terms for a Section 106 agreement and associated documents.

It is essential that your application is accompanied by the following:

- A covering letter to assist in presenting your case
- A 1:500 block plan (including scale bar) showing the location of the development, the position of the boundaries of the site and adjoining properties. If appropriate, window position.
- Impact of the proposal upon the existing street scene, especially in relation to immediate neighbours.
- Location of trees, their size, type and spread and those that are to be removed or lopped.
- Materials to be used – brickwork, tiles, windows.
- Existing and proposed vehicular access and car parking spaces.

Details of the treatment of the boundaries of the property (eg, type of fence, or wall).

Roof plan (existing and proposed including scale bar)

Applications should include supporting documentation as indicated on Matrix of Validation Requirements

**The scale bar must be clearly shown on all plans
The words “do not scale from these drawings” must not be used.**

Please Note: it would be most useful if all signatures could be removed from supplements, reports and assessments and metric dimensions are included on each plan.

**IF YOU ARE IN ANY DOUBT ABOUT THE ABOVE ITEMS INFORMATION IS AVAILABLE ON:
www.north-herts.gov.uk**

BY EMAIL: planning.control@north-herts.gov.uk

TELEPHONE: 01462 474000