



## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that **MUST** be submitted with your application, the following information may also be required:

#### APPLICATION FOR PLANNING PERMISSION

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically  
All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m  
All plans and drawings to have a drawing number.

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Neighbour Notification Sheet	All applications, except where neighbouring addresses are unidentifiable	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Planning Statement	All applications other than minor operations such as shop front alterations	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Car Parking Layout including details of Cycle Storage and Refuse disposal	All applications other than minor operations such as shop front alterations	Hertfordshire County Council Highway Authority: 01992 556120	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Details of Materials	All applications except change of use where no operational development involved	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

DOCUMENTS/INFORMATION

WHEN REQUIRED

CONTACT

FURTHER INFORMATION

Sustainability Appraisal

All applications except change of use where no operational development involved or minor operations such as shop front alterations

Planning Support: 01442 228339/228671

Planning pages of DBC website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Energy Statement

All applications except change of use where no operational development involved or minor operations such as shop front alterations

Planning Support: 01442 228339/228671

PPS22: Renewable Energy Planning pages of DBC website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk) Supplementary Planning Document for energy efficiency and conservation

Sustainable Urban Drainage System (SUDS) details

All applications involving hardstanding and car parking

Environment Agency: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

Planning pages of DBC website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk) Supplementary Planning Document on Water Conservation

Foul Sewerage Assessment

Applications proposing septic tank or cesspit

Environment Agency: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

Site Waste Management Plan

Major residential and industrial developments

Planning Support: 01442 228339/228671

DTI code of practice: Site Waste Management Plans; guidance for construction contractors and clients

Tree Survey/Arboricultural Report

Where there are existing trees on the site

Trees and Woodlands: 01442 228529

BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

DOCUMENTS/INFORMATION

WHEN REQUIRED

CONTACT

FURTHER INFORMATION

Landscaping scheme

Where landscaping is required as part of the proposal

Trees and Woodlands: 01442 228529

BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Environmental Impact Statement

Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No. 293):  
Schedule 1 Development  
Schedule 2 Projects following Screening opinion that ES required

Planning Support: 01442 228339/228671

Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No. 293)

Traffic Statement

Residential development of between 50 and 80 units which would impact on the Trunk Road network

Highways Agency  
[www.highways.gsi.gov.uk](http://www.highways.gsi.gov.uk)  
Hertfordshire County Council  
Highway Authority: 01992 55221

Department for Transport  
Guidance on Transport Assessments (March 2007)  
Department of Transport  
Circular 02/2007, Planning and Strategic Road Network  
PPG13: Transport  
Planning pages of DBC website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Transport Assessment

All Large developments exceeding the following thresholds:  
80 residential units  
2500sqm B1 office development  
Other developments with equivalent Peak hour trip generation to above.  
Any development that materially adds to local congestion.  
Any development that may impact on the Trunk Road network

Highways Agency  
[www.highways.gsi.gov.uk](http://www.highways.gsi.gov.uk)  
Hertfordshire County Council  
Highway Authority: 01992 55221

Department for Transport  
Guidance on Transport Assessments (March 2007)  
Department of Transport  
Circular 02/2007, Planning and Strategic Road Network  
PPG13: Transport  
Planning pages of DBC website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

DOCUMENTS/INFORMATION

WHEN REQUIRED

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FURTHER INFORMATION

Draft Travel Plan

All large commercial developments i.e..  
Developments of 2500sqm or greater B1  
office floorspace or equivalent trip  
generations  
Development that would generate local  
traffic problems as identified through a  
Transport Assessment

Hertfordshire County Council  
Highway Authority: 01992 556221

Department for Transport  
Guidance on Transport  
Assessments (March 2007)  
Department for Transport  
Circular 02/2007 Planning and  
Strategic Road Network  
PPG13: Transport.  
Planning pages of DBC  
website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Structural Survey

Development affecting a listed building.  
Barn conversion applications

Design and Conservation Team:  
01442 228176

PPG15: Planning and the  
Historic Environment.  
PPG16 Archaeology  
and Planning

Heritage Statement (including Historical,  
archaeological features and Scheduled  
Ancient Monuments)

Development affecting LBs or within areas  
of archaeological significance

Design and Conservation Team:  
01442 228176  
Hertfordshire County Council  
Archaeologist: 01992 555244

PPG15: Planning and the  
Historic Environment  
PPG16: Archaeology and  
Planning  
Planning pages of DBC  
website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Conservation Area Appraisal

Development within or adjoining  
Conservation Areas

Design and Conservation Team:  
01442 228176

PPG15: Planning and the  
Historic Environment  
Planning pages of DBC  
website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Listed Buildings Appraisal

Development affecting listed buildings or  
setting of a Listed Building

Design and Conservation Team:  
01442 228176

PPG15: Planning and the  
Historic Environment  
Planning pages of DBC  
website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

DOCUMENTS/INFORMATION

WHEN REQUIRED

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FURTHER INFORMATION

Protected Species Survey and Assessment

See Table 1 at Annex A

Hertfordshire Biological Records Centre: 01992 555220  
Association of Local Government Ecologists: [www.alge.org.uk](http://www.alge.org.uk)  
Herts & Middx Wildlife Trust: 01727 858901  
Natural England: 01206 796666

PPS9: Biodiversity and Geological Conservation  
ODPM Circular 06/2005: Biodiversity and Geological Conservation

Ecological /Geological Survey and Assessment

See Tables 2 and 3 at Annex A

Hertfordshire Biological Records Centre: 01992 555220  
Association of Local Government Ecologists: [www.alge.org.uk](http://www.alge.org.uk)  
Herts & Middx Wildlife Trust: 01727 858901  
Natural England: 01206 796666

PPS9: Biodiversity and Geological Conservation  
ODPM Circular 06/2005: Biodiversity and Geological Conservation

Land Contamination Assessment Phase I Report

Sites on or within the vicinity of potentially contaminated former land uses (e.g. any industrial use including gas works, chemical works/storage, landfill sites, bulk fuel storage facilities (including petrol filling stations), sewage works) and/or sites with a sensitive end use that could be particularly vulnerable to the presence of any contamination (e.g. housing with gardens, schools, nurseries or allotments)

Environmental Health: 01442 228863 Environment Agency: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

PPS23: Planning and Pollution Control.  
Planning pages of DBC website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Phase II Report and Remediation Statement

When Phase I Report shows that site is likely to be affected by land contamination

Planning Support: 01442 228339/228671

Appendix 8 of Dacorum Borough Local Plan  
Institute of Lighting Engineers: Reduction of Light Pollution Guidance Note

Lighting Assessment

Applications involving external lighting

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Lighting Scheme	Applications involving external lighting	Planning Support: 01442 228376	Appendix 8 of Dacorum Borough Local Plan Institute of Lighting Engineers: Reduction of Light Pollution Guidance Note
Air Quality Assessment	Development proposals that impact on air quality or are potential pollutants	Environmental Health: 01442 228863	PPS23: Planning and Pollution Control
Noise Impact Assessment	Development proposals that raise issues of disturbance or are considered to be a noise sensitive development	Environmental Health: 01442 228863	PPG24: Planning and Noise
Sound Insulation Details	Applications involving buildings in multiple residential use or mixed use schemes	Environmental Health: 01442 228863	
Flood Risk Assessment	If site is within an area liable to flooding If site within flood zones 2 and 3 Operational development of 1ha or greater	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	PPS25: Development and Flood Risk Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Employment/Regeneration Statement	Development proposals impacting on the local economy or conflicts with policy	Development Plans: 01442 228660	PPG4: Industrial, commercial development and small firms  Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Retail Impact Assessment and Sequential Test	Development proposals for retail development on edge of or outside of town centre locations	Development Plans: 01442 228660	PPS6: Planning for Town Centres. Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Sport/Recreation/Leisure Use Appraisal	Development proposals involving new leisure uses or loss of existing use/land	Development Plans: 01442 228660	PPG17: Planning for Open Space, Sport and Recreation. Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Open Space Assessment	Development proposals involving new public open space provision or loss of existing open space	Parks and Open Spaces Manager: 01442 228788	PPG17: Planning for Open Space, Sport and Recreation. Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Affordable Housing Statement	On appropriately sized housing sites as set out in the Dacorum Borough Local Plan	Development Plans: 01442 228660 Housing Enabling Officer: 01442 228526	PPS3: Housing Policy 20 of the Dacorum Borough Local Plan Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Daylight/Sunlight Assessment	Applications where there is likely impact on current levels of sunlight/daylight of adjacent buildings	Planning Support: 01442 228339/228671	Building Research Establishment (BRE) guidelines on daylighting assessments Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Ventilation/Extraction Statement	Applications involving the preparation of hot food e.g. restaurants, takeaways etc.	Environmental Health: 01442 228863	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Crime Prevention Measures to be included within the Design and Access Statement	All applications requiring a Design and Access Statement	Crime Prevention Officer: 01442 271045	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Safer Places Statement	All major planning applications	Crime Prevention Officer: 01442 271045	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

DOCUMENTS/INFORMATION

WHEN REQUIRED

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FURTHER INFORMATION

Planning Obligations -Draft Heads of Terms

To be ascertained at pre-application stage involving: Any application requiring financial contributions  
Applications requiring provision of affordable housing  
Any application requiring provision of social or community facility  
Applications involving transfer of land or facilities  
Any application involving off-site works/improvements or provision of off-site facilities

Crime Prevention Officer: 01442 271045

Planning pages of DBC web site: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Statement of Community Involvement

Major applications

Planning Support: 01442 228339/228671

Creating Local Development Frameworks: A Companion Guide to PPS12 (Chapter 12)  
Planning pages of DBC web site:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Other Supporting Docs e.g. Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images

Any proposal where additional information would be beneficial

Planning Support: 01442 228339/228671