

Validation Checklist

Application requirements for consent to display an advertisement(s)

Applications can be submitted electronically using the Planning Portal website (www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient (at least 2 roads) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Advertisement drawings at a scale of 1:20 or 1:50 showing advert size, siting, materials, colours, height above ground, extent of projection, fixing details and methods/levels of illumination.	
Existing and proposed elevations at a scale of 1:50 or 1:100.	

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

Commonhead Validation Checklist

All plans and drawings must include a north point, paper size and a scale bar indicating a minimum of 0-10 metres.

Reserved Matters submissions must include:

Completed application forms		Design & Access statement Condition 6 requires an explanation of how the proposal accords with the provisions of the design code.	
The correct fee			
Location Plan with site edged red suitable for use at Committee At 1:1250 or 1:2500 indicating Marlborough Road and/ or Day House Lane for context.		Planning layout: 1:200 Again the site must be edged red and the plan must show adjoining areas and infrastructure. The proposed parking for each plot must be clearly identified on the plan.	
<p>Existing site plan: 1:500 This should show existing landscaping and levels, the location, species, girth or stem diameter and crown spread of all trees and hedges on and adjoining the site with a stem diameter of 100 mm or greater should be accurately plotted with the reference number.</p> <p>Existing levels including, where appropriate, sufficient detail to allow proper consideration of existing tree protection.</p> <p>Location and dimensions of existing watercourses, drainage channels and other aquatic features with water, invert and bank levels as appropriate.</p> <p>The design and alignment of any stream improvements and works affecting existing watercourses, and the flood relief channels and wetland habitats within the extended river corridors.</p>		<p>Levels are required across the site and details of proposed slab levels and level thresholds for each plot (front rear or side) must be provided.</p> <p>The roads must be clearly labelled to identify the type in accordance with the code</p> <p>Affordable housing units should not be provided in groups of more than 12 unless it can be shown that larger groups are necessary as an integral part of high quality and practical design.</p> <p>Condition 35: 10% of affordable housing constructed to Lifetime Homes Standards, these should be identified on plan.</p>	
<p>Soft landscaping scheme This must be at a scale of 1:200 on a plan showing the building layout and must be accompanied by a planting schedule detailing size of plants and densities.</p> <p>Condition 14/15: Tree Protection - All Applications:</p>		<p>Colour street scenes and/or street elevations The key street scene(s) must be provided at 1:100 noting plot numbers and in a coloured format generally reflecting the proposed materials.</p>	

<p>Before works can commence tree & hedgerow protection must be in place. This must be shown on the existing vegetation plan or proposed soft landscaping plan. The proposed location of the protective fencing should be in the form of an exclusion zone for development and details of the fencing type must be provided.</p>		<p>House type, garage and carport elevations & floor plans</p> <p>Every house type and different garage listed on the layout must have a corresponding elevation and floor plan at 1:100.</p>	
<p>Hard landscaping scheme (External works)</p> <p>This must be at a scale of 1:200 and illustrate the proposed surface treatments and street furniture.</p> <p>External lighting for the site also specification for the lighting fixtures proposed.</p> <p>The alignment of all roads, footpaths, cycleways and other means of access and the gradient and width of all pedestrian paths.</p> <p>Indication of areas to be adopted</p> <p>The height, materials and position of all new walls and fences (boundary treatments) on a plat at 1:200 scale.</p>		<p>Level threshold detail & schedule</p> <p>Detail must be in cross section. Condition 36 requires that not less than 2% of the total residential development shall provide ramped access with flush thresholds into all doorways etc. in accordance with a plan or schedule which shall have been submitted to and approved in writing by the Local Planning Authority as part of the Reserved Matters submission.</p>	
		<p>Track plots</p> <p>These should show a large refuse vehicle and two cars passing at 1:200. Tracking should also be provided to show a car entering and exiting any awkward residential spaces.</p>	
<p>Parking schedule</p> <p>This should include the number of parking spaces, car ports, garages and visitor spaces.</p> <p>Conditions 28 & 29 require the provision to be made for the garaging and parking of motor vehicles and cycle storage.</p>		<p>Details of the proposed building materials</p> <p>This must include roofing materials, brick types, any proposed stone, colours of render etc.</p> <p>Materials for each plot should be shown on a plan at 1:200 or schedule, or both.</p>	
<p>Drainage details sufficient to show compliance with Condition 24</p>		<p>Condition 36: Not less than 2% of the total residential development shall provide ramped access with flush thresholds</p>	
<p>To note: Condition 22: Piling or any other foundation designs using penetrative methods shall not be permitted other than with the express written approval of the Local Planning Authority.</p>		<p>Locations and type of bird/ bat boxes in accordance with the strategy approved under Condition 11</p>	
<p>Utility infrastructure</p> <p>We resist the use of electricity and gas boxes to the front of dwellings. All services should be routed to the rear or side of dwellings and we require written confirmation of this.</p>		<p>Road construction – details of any relevant contiguous development on both sides.</p>	

Masterplanning & Design

<p>The scheme may also include Street Furniture such as bollards, benches, bins, etc.</p> <p>The scheme will also include decorative details such as porches etc.</p> <p>Details must be provided on plan and in elevation at 1:50</p>		<p>Condition 34: Non-residential buildings shall achieve a minimum BREEAM rating of very good, evidence of which shall be submitted to the Local Planning Authority as part of the relevant Reserved Matters submission.</p>	
<p>Affordable Housing</p> <p>At least 30% of the total number of residential units to be provided on site shall be affordable dwellings, calculated across the site and exempted from the Lower density as shown on the Land Use Master Plan.</p> <p>A running total of the numbers and mix of housing should be submitted, taking into account other phases of development approved or under consideration, regardless of developer.</p>			

Validation Checklist

Application requirements for approval of details reserved by condition

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(www.planningportal.co.uk)

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1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Drawings/details required by identified conditions	

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

Validation Checklist

Requirements for an application for planning permission and advertisement consent

Applications can be submitted electronically using the Planning Portal website (www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
For major applications (10+ dwellings or 1,000+sqm floor space) applicants are requested to provide information on a CD in addition to a paper copy.	
For major applications on very large sites, plans and drawings, at an appropriate scale to be agreed in advance may be acceptable.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Completed Ownership Certificate and Agricultural Land Declaration	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement	
Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	
Advertisement drawings at a scale of 1:20 or 1:50 showing advert size, siting, materials, colours, height above ground, extent of projection, fixing details and methods/levels of illumination.	

Applications may also require the following information:	
Archaeological Assessment will be required if proposal will have impact on archeology	
Biodiversity Survey (Phase 1 Habitat Survey) will be required if proposal will have an impact on wildlife and biodiversity	
Community Involvement Statement will be required for all major developments	
Design and Access Statement required for all major development and for development within a conservation area consisting of one or more dwellings or a building with floor space of 100 square metres or more	
Environmental Statement will be required in accordance with the Environmental Impact Assessment Regulations	
A Flood Risk Assessment together with a Surface Water Drainage Strategy and Maintenance Scheme will be required for ALL developments in Flood Risk Zones 2 and 3 (as defined by the EA); any development of 1 hectare or over, and/or any development that falls within high risk of surface water flooding.	
Heritage Statement will be required if proposal affects heritage assets	
Land Contamination Assessment will be required if the site is known to be or suspected of being contaminated	
Noise Impact Assessment will be required for proposals that could affect noise sensitive properties and/or involve activities that may generate significant levels of noise	
Planning Obligations – a draft heads of terms and/or open book financial appraisal will be required for all applications that comprise the creation of a new dwellings/flats or the creation of new or additional retail/commercial floor space.	
Retail Impact Assessment will be required for all major retail development	
Structural Survey will be required where substantial demolition or excavation works are proposed	
Town Centre Uses/Impact Assessment will be required for proposals for town centre uses to demonstrate accordance with the requirements of the National Planning Policy Framework	
Transport Assessment will be required for all developments where there is likely to be significant transportation implications	
Tree Survey and/or Arboricultural Statement will be required if proposal is likely to affect trees within the application site or on land adjacent to the site	

If you any queries relating to the Listed Building please contact the Council's Conservation Officer on 01793 466327 or email conservation@swindon.gov.uk

If you have any queries relating to trees please contact the Council's Arboricultural Officer on 01793 466318 or email landscapeplanning@swindon.gov.uk

(Revised May 2019)

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

Validation Checklist

Requirements for an application for planning permission and listed building consent

Applications can be submitted electronically using the Planning Portal website
(www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
For major applications (10+ dwellings or 1,000+sqm floor space) applicants are requested to provide information on a CD in addition to a paper copy.	
For major applications on very large sites, plans and drawings, at an appropriate scale to be agreed in advance may be acceptable.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Completed Ownership Certificate and Agricultural Land Declaration	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement and all relevant historical features	
Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes indicating building materials, finish of doors and windows and relationship to adjoining buildings	

Plans and details of any features such as shop fronts, doors, windows, paneling, fireplaces, plaster mounding or other decorative features that will be affected by the proposed development to an appropriate scale 1:20 or 1:50.	
Heritage Impact Assessment to provide detailed information on the affected part of the Listed Building, with an explanation of how the impact relates to the significance of the Listed Building as a whole.	
Structural Survey where appropriate	
Applications may also require the following information:	
Archaeological Assessment will be required if proposal will have impact on archeology	
Biodiversity Survey (Phase 1 Habitat Survey) will be required if proposal will have an impact on wildlife and biodiversity	
Community Involvement Statement will be required for all major developments	
Design and Access Statement required for all major development and for development within a conservation area consisting of one or more dwellings or a building with floor space of 100 square metres or more	
Environmental Statement will be required in accordance with the Environmental Impact Assessment Regulations	
A Flood Risk Assessment together with a Surface Water Drainage Strategy and Maintenance Scheme will be required for ALL developments in Flood Risk Zones 2 and 3 (as defined by the EA); any development of 1 hectare or over, and/or any development that falls within high risk of surface water flooding.	
Heritage Statement will be required if proposal affects heritage assets	
Land Contamination Assessment will be required if the site is known to be or suspected of being contaminated	
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Retail Impact Assessment will be required for all major retail development	
Structural Survey will be required where substantial demolition or excavation works are proposed	
Town Centre Uses/Impact Assessment will be required for proposals for town centre uses to demonstrate accordance with the requirements of the National Planning Policy Framework	
Transport Assessment will be required for all developments where there is likely to be significant transportation implications	
Tree Survey and/or Arboricultural Statement will be required if proposal is likely to affect trees within the application site or on land adjacent to the site	

If you any queries relating to the Listed Building please contact the Council's Conservation Officer on 01793 466327 or email conservation@swindon.gov.uk

If you have any queries relating to trees please contact the Council's Arboricultural Officer on 01793 466318 or email landscapeplanning@swindon.gov.uk

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised January 2014)

Validation Checklist

Requirements for an application for planning permission

Applications can be submitted electronically using the Planning Portal website (www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
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For major applications on very large sites, plans and drawings, at an appropriate scale to be agreed in advance may be acceptable.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Completed Ownership Certificate and Agricultural Land Declaration	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement	
Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	

Applications may also require the following information:	
Archaeological Assessment will be required if proposal will have impact on archeology	
Biodiversity Survey (Phase 1 Habitat Survey) will be required if proposal will have an impact on wildlife and biodiversity	
Community Involvement Statement will be required for all major developments	
Design and Access Statement required for all major development and for development within a conservation area consisting of one or more dwellings or a building with floor space of 100 square metres or more	
Environmental Statement will be required in accordance with the Environmental Impact Assessment Regulations	
Flood Risk Assessment together with a Surface Water Drainage Strategy and Maintenance Scheme will be required for ALL developments in Flood Risk Zones 2 and 3 as defined by the Environment Agency or any development of 1 hectare or over, and/or any development that falls within high risk of surface water flooding	
Heritage Statement will be required if proposal affects heritage assets	
Land Contamination Assessment will be required if the site is known to be or suspected of being contaminated	
Noise Impact Assessment will be required for proposals that could affect noise sensitive properties and/or involve activities that may generate significant levels of noise	
Planning Obligations – a draft heads of terms and/or open book financial appraisal will be required for all applications that comprise the creation of a new dwellings/flats or the creation of new or additional retail/commercial floor space.	
Retail Impact Assessment will be required for all major retail development	
Structural Survey will be required where substantial demolition or excavation works are proposed	
Town Centre Uses/Impact Assessment will be required for proposals for town centre uses to demonstrate accordance with the requirements of the National Planning Policy Framework	
Transport Assessment will be required for all developments where there is likely to be significant transportation implications	
Tree Survey and/or Arboricultural Statement will be required if proposal is likely to affect trees within the application site or on land adjacent to the site	

If you any queries relating to the Listed Building please contact the Council's Conservation Officer on 01793 466327 or email conservation@swindon.gov.uk

If you have any queries relating to trees please contact the Council's Arboricultural Officer on 01793 466318 or email landscapeplanning@swindon.gov.uk

(Revised May 2019)

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

Validation Checklist

Application for Hedgerow Removal Notice

Applications can be submitted electronically using the Planning Portal website
(www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

Completed Application Form	
A plan at an appropriate scale 1:2500 showing the location and length of the hedgerow (s) to be removed	
Evidence of the date of planting	
Full ecological assessment including mitigation measures	
Tree Survey (Woody species) and Arboricultural Implications report	
Assessment of the impact on the Landscape character	
Archaeological assessment and an assessment of significance of heritage assets	

If you have any queries please contact the Council's Arboricultural Officer on 01793 466318 or email landscapeplanning@swindon.gov.uk

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

Validation Checklist

Application requirements for a Householder application for planning permission for works or extension to a dwelling and Listed Building Consent

Applications can be submitted electronically using the Planning Portal website
(www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Completed Ownership Certificate and Agricultural Land Declaration	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement and all relevant historical features	
Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes indicating building materials, finish of doors and windows and relationship to adjoining buildings	

Plans and details of any features such as doors, windows, paneling, fireplaces, plaster mounding or other decorative features that will be affected by the proposed development to an appropriate scale 1:20 or 1:50.	
Heritage Impact Assessment to provide detailed information on the affected part of the Listed Building, with an explanation of how the impact relates to the significance of the Listed Building as a whole.	
Structural Survey where appropriate	

If you any queries relating to the Listed Building please contact the Council's Conservation Officer on 01793 466327 or email conservation@swindon.gov.uk

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

Validation Checklist

Application requirements for a Householder application for planning permission for works or extension to a dwelling

Applications can be submitted electronically using the Planning Portal website
(www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Completed Ownership Certificate and Agricultural Land Declaration	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement	
Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes	

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

Validation Checklist

Application requirements for Listed Building Consent for alterations, extension or demolition of a listed building

Applications can be submitted electronically using the Planning Portal website
www.planningportal.co.uk

If you submit the application in paper form, we require
 1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
Completed Application Form	
Completed Ownership Certificate	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the alteration, extension or demolition. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Existing and proposed Floor Plans (at a scale of 1:50 or 1:100) to show the internal arrangement and all relevant historical features	
Existing and proposed Elevations (at a scale of 1:50 or 1:100) to show the external changes indicating building materials, finish of doors and windows and relationship to adjoining buildings	

Plans and details of any features such as shop fronts, doors, windows, paneling, fireplaces, plaster mounding or other decorative features that will be affected by the proposed development to an appropriate scale 1:20 or 1:50.	
Heritage Impact Assessment to provide detailed information on the affected part of the Listed Building, with an explanation of how the impact relates to the significance of the Listed Building as a whole.	
Structural Survey where appropriate	

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(Revised May 2019)

Validation Checklist

Application requirements for a Lawful Development Certificate for an existing use or development

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If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar indicating a minimum of 0-10 metres.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Evidence to verify and/or support the existing use or development.	
Floor plans (1:50 or 1:100) where appropriate.	
Elevations (1:50 or 1:100) where appropriate.	

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(Revised May 2019)

Validation Checklist

Application requirements for a Lawful Development Certificate for an proposed use or development

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If you submit the application in paper form, we require
 1 copy of all forms, plans and documents.

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The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Existing and Proposed Floor plans (1:50 or 1:100) where appropriate.	
Existing and Proposed Elevations (1:50 or 1:100) where appropriate.	

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(Revised May 2019)

Validation Checklist

Application requirements for a non-material amendment following a grant of planning permission.

Applications can be submitted electronically using the Planning Portal website
(www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Proposed floor plans and/or elevations clearly identifying the amendment (at a scale of 1:50 or 1:100)	

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

Validation Checklist

Requirements for an application for outline planning permission with all matters reserved

Applications can be submitted electronically using the Planning Portal website
(www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
For major applications (10+ dwellings or 1,000+sqm floor space) applicants are requested to provide information on a CD in addition to a paper copy.	
For major applications on very large sites, plans and drawings, at an appropriate scale to be agreed in advance may be acceptable.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Completed Ownership Certificate and Agricultural Land Declaration	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	

Applications may also require the following information:	
Archaeological Assessment will be required if proposal will have impact on archeology	
Biodiversity Survey (Phase 1 Habitat Survey) will be required if proposal will have an impact on wildlife and biodiversity	
Community Involvement Statement will be required for all major developments	
Design and Access Statement required for all major development and for development within a conservation area consisting of one or more dwellings or a building with floor space of 100 square metres or more	
Environmental Statement will be required in accordance with the Environmental Impact Assessment Regulations	
A Flood Risk Assessment together with a Surface Water Drainage Strategy and Maintenance Scheme will be required for ALL developments in Flood Risk Zones 2 and 3 (as defined by the EA); any development of 1 hectare or over, and/or any development that falls within high risk of surface water flooding.	
Heritage Statement will be required if proposal affects heritage assets	
Land Contamination Assessment will be required if the site is known to be or suspected of being contaminated	
Noise Impact Assessment will be required for proposals that could affect noise sensitive properties and/or involve activities that may generate significant levels of noise	
Planning Obligations – a draft heads of terms and/or open book financial appraisal will be required for all applications that comprise the creation of a new dwellings/flats or the creation of new or additional retail/commercial floor space.	
Retail Impact Assessment will be required for all major retail development	
Structural Survey will be required where substantial demolition or excavation works are proposed	
Town Centre Uses/Impact Assessment will be required for proposals for town centre uses to demonstrate accordance with the requirements of the National Planning Policy Framework	
Transport Assessment will be required for all developments where there is likely to be significant transportation implications	
Tree Survey and/or Arboricultural Statement will be required if proposal is likely to affect trees within the application site or on land adjacent to the site	

If you any queries relating to the Listed Building please contact the Council's Conservation Officer on 01793 466327 or email conservation@swindon.gov.uk

If you have any queries relating to trees please contact the Council's Arboricultural Officer on 01793 466318 or email landscapeplanning@swindon.gov.uk

(Revised May 2019)

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

Validation Checklist

Requirements for an application for outline planning permission with some matters reserved

Applications can be submitted electronically using the Planning Portal website
(www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
For major applications (10+ dwellings or 1,000+sqm floor space) applicants are requested to provide information on a CD in addition to a paper copy.	
For major applications on very large sites, plans and drawings, at an appropriate scale to be agreed in advance may be acceptable.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Completed Ownership Certificate and Agricultural Land Declaration	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Details of the Reserved Matters (Access, Appearance, Landscaping, Layout, Scale) for which approval is being sought must be provided.	

Applications may also require the following information:	
Archaeological Assessment will be required if proposal will have impact on archeology	
Biodiversity Survey (Phase 1 Habitat Survey) will be required if proposal will have an impact on wildlife and biodiversity	
Community Involvement Statement will be required for all major developments	
Design and Access Statement required for all major development and for development within a conservation area consisting of one or more dwellings or a building with floor space of 100 square metres or more	
Environmental Statement will be required in accordance with the Environmental Impact Assessment Regulations	
A Flood Risk Assessment together with a Surface Water Drainage Strategy and Maintenance Scheme will be required for ALL developments in Flood Risk Zones 2 and 3 (as defined by the EA); any development of 1 hectare or over, and/or any development that falls within high risk of surface water flooding.	
Heritage Statement will be required if proposal affects heritage assets	
Land Contamination Assessment will be required if the site is known to be or suspected of being contaminated	
Noise Impact Assessment will be required for proposals that could affect noise sensitive properties and/or involve activities that may generate significant levels of noise	
Planning Obligations – a draft heads of terms and/or open book financial appraisal will be required for all applications that comprise the creation of a new dwellings/flats or the creation of new or additional retail/commercial floor space.	
Retail Impact Assessment will be required for all major retail development	
Structural Survey will be required where substantial demolition or excavation works are proposed	
Town Centre Uses/Impact Assessment will be required for proposals for town centre uses to demonstrate accordance with the requirements of the National Planning Policy Framework	
Transport Assessment will be required for all developments where there is likely to be significant transportation implications	
Tree Survey and/or Arboricultural Statement will be required if proposal is likely to affect trees within the application site or on land adjacent to the site	

If you any queries relating to the Listed Building please contact the Council's Conservation Officer on 01793 466327 or email conservation@swindon.gov.uk

If you have any queries relating to trees please contact the Council's Arboricultural Officer on 01793 466318 or email landscapeplanning@swindon.gov.uk

(Revised May 2019)

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

Validation Checklist

Application for prior notification of agricultural or forestry development – proposed building

Applications can be submitted electronically using the Planning Portal website
(www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Existing and proposed floor plans at a scale of 1:50 or 1:100	
Existing and proposed elevations at a scale of 1:50 or 1:100	

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

Validation Checklist

Application for prior notification of agricultural or forestry development – excavation/waste material

Applications can be submitted electronically using the Planning Portal website
(www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Plan identifying the proposals showing landscaping details	

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

Validation Checklist

Application for prior notification of agricultural or forestry development – proposed fish tank (cage)

Applications can be submitted electronically using the Planning Portal website
(www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Plan identifying the proposals showing landscaping details	

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

Validation Checklist

Application for prior notification of agricultural or forestry development – proposed road

Applications can be submitted electronically using the Planning Portal website
(www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Plans identifying the proposed road showing landscaping details	

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

Validation Checklist

Application requirements for prior notification of proposed demolition

Applications can be submitted electronically using the Planning Portal website
www.planningportal.co.uk

If you submit the application in paper form, we require
 1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995	
Demolition Method Statement	

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

Validation Checklist

Application for prior notification of proposed development by electronic telecommunications code operators

Applications can be submitted electronically using the Planning Portal website
(www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995 (as amended)	
Completed ICNIRP Certificate	
Appropriate drawing and/or details to describe the development including proposed elevations	

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

Validation Checklist

Application requirements for removal or variation of a condition

Applications can be submitted electronically using the Planning Portal website (www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Completed Ownership Certificate and Agricultural Land Declaration	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Information to describe the reason for the removal or variation of the condition(s).	
A Deed of Variation will be required if a Section 106 agreement was completed to secure planning obligations for the original planning permission.	

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

Validation Checklist

Requirements for an application for approval of reserved matters following outline approval

Applications can be submitted electronically using the Planning Portal website (www.planningportal.co.uk)

If you submit the application in paper form, we require
1 copy of all forms, plans and documents.

All plans and drawings must include a North point, paper size (e.g. A1, A3) and an appropriate Scale Bar for each of the quoted scales.	
For major applications (10+ dwellings or 1,000+sqm floor space) applicants are requested to provide information on a CD in addition to a paper copy.	
For major applications on very large sites, plans and drawings, at an appropriate scale to be agreed in advance may be acceptable.	
The correct fee (www.planningportal.co.uk/planning/)	
Completed Application Form	
Site Location Plan identifying the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads (at least 2) and buildings should be identified. It must include all land necessary to carry out the development including access from a public highway, landscaping, car parking and open areas. Other land owned or controlled by the applicant should be edged in blue.	
Block Plan at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way, position of trees, hard surfacing and boundary treatments.	
Details of the Reserved Matters (Access, Appearance, Landscaping, Layout, Scale) for which approval is being sought must be provided	

Applications may also require the following information:	
Archaeological Assessment will be required if proposal will have impact on archeology	
Biodiversity Survey (Phase 1 Habitat Survey) will be required if proposal will have an impact on wildlife and biodiversity	
Community Involvement Statement will be required for all major developments	
Design and Access Statement required for all major development and for development within a conservation area consisting of one or more dwellings or a building with floor space of 100 square metres or more	
Environmental Statement will be required in accordance with the Environmental Impact Assessment Regulations	
A Flood Risk Assessment together with a Surface Water Drainage Strategy and Maintenance Scheme will be required for ALL developments in Flood Risk Zones 2 and 3 (as defined by the EA); any development of 1 hectare or over, and/or any development that falls within high risk of surface water flooding.	
Heritage Statement will be required if proposal affects heritage assets	
Land Contamination Assessment will be required if the site is known to be or suspected of being contaminated	
Noise Impact Assessment will be required for proposals that could affect noise sensitive properties and/or involve activities that may generate significant levels of noise	
Planning Obligations – a draft heads of terms and/or open book financial appraisal will be required for all applications that comprise the creation of a new dwellings/flats or the creation of new or additional retail/commercial floor space.	
Retail Impact Assessment will be required for all major retail development	
Structural Survey will be required where substantial demolition or excavation works are proposed	
Town Centre Uses/Impact Assessment will be required for proposals for town centre uses to demonstrate accordance with the requirements of the National Planning Policy Framework	
Transport Assessment will be required for all developments where there is likely to be significant transportation implications	
Tree Survey and/or Arboricultural Statement will be required if proposal is likely to affect trees within the application site or on land adjacent to the site	

If you any queries relating to the Listed Building please contact the Council's Conservation Officer on 01793 466327 or email conservation@swindon.gov.uk

If you have any queries relating to trees please contact the Council's Arboricultural Officer on 01793 466318 or email landscapeplanning@swindon.gov.uk

(Revised May 2019)

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

Tadpole Garden Village Validation Checklist

All plans and drawings must include a north point, paper size and a scale bar indicating a minimum of 0-10 metres.

Reserved Matters submissions <u>must</u> include	Plan no
Completed application forms	
The correct fee	
Location Plan with site edged red (and blue) suitable for use at Committee At 1:1250 or 1:2500 indicating Tadpole Lane or William Morris Way for context.	
Statement of Compliance Condition 4 requires a statement of compliance to be submitted to show how the design code is adhered to.	
Existing site plan: 1:500. This should show existing landscaping including individual trees and levels and location and dimensions of existing watercourses, drainage channels and other aquatic features with water, invert and bank levels as appropriate.	
Planning layout: 1:200 The site must be edged red (to accord with the Location Plan) and the plan must show adjoining areas and infrastructure. The proposed parking for each plot must be clearly identified on the plan. If appropriate a 1:500 version should also be submitted to show the whole parcel.	
Proposed Levels are required across the site detailing road levels, proposed slab levels, any steps and level thresholds for each plot (front rear or side) must be provided.	
House type, garage and carport elevations & floor plans are required (at 1:100) for every house type and different garage listed on the layout. Garage sizes must comply with the requirements of the Design Code, and dimensions marked on the floor plans.	
Colour street scenes and/or street elevations must be provided at 1:100 for all key streets noting plot numbers and in a coloured format generally reflecting the proposed materials.	
Soft landscaping scheme must be provided at a scale of 1:200 on a plan showing the building layout and accompanied by a planting schedule detailing size of plants and planting matrices and densities.	
Hard landscaping scheme (External works) must be provided at a scale of 1:200 to illustrate the proposed surface treatments and street furniture as well as the alignment of all roads, footpaths, cycleways and other means of access and the gradient and width of all pedestrian paths. The height, materials and position of all new walls and fences (boundary treatments) on a plat at 1:200 scale.	
Details of the proposed building materials must be provided to include roofing materials, brick types, any proposed stone, colours of render etc. Materials for each plot should be shown on a plan at 1:500 or schedule, or both.	
Movement Strategy at 1:500 on which all roads are clearly labelled to identify the	

hierarchy and road type in accordance with the code	
Affordable Strategy at 1:500 showing locations and tenures/types of affordable housing and may include a schedule. See notes below.	
Details such as Street Furniture (bollards, benches, bins, etc.) must be provided on plan and in elevation at 1:50	
Parking schedule including the number of parking spaces, car ports and garages per plot and visitor spaces across the parcel.	
Drainage details sufficient to show compliance with Condition 13, including calculations, plans and reports where necessary.	
External lighting for the site including specification for the lighting fixtures proposed. This should be shown on the same plan as accurately plotted proposed and existing tree positions to enable identification of any conflicts.	
Adoption plan at 1:500 indicating areas of highway/ open space to be offered for adoption by the Local Authority.	
Refuse Storage Strategy at 1:500 to show locations of bin stores, bin collection points and carry distances where appropriate.	
Track plots on 1:200 plans showing tracking for a large car, a 10.6m refuse vehicle and a large fire tender. Tracking should also be provided to show a large car entering and exiting any awkward residential spaces.	

Additional notes	
Utility infrastructure The Design Code resists the use of electricity and gas boxes to the front of dwellings. All services should be routed to the rear or side of dwellings and we require this to be identified and confirmed on the plans.	
Provision of Allotments, Sports & recreation facilities. Reserved Matters containing open space should provide all the relevant details on plan (1:200) and in elevation (1:50)	
Road construction – details of any relevant contiguous development on both sides should be included outside the red line.	
Level threshold detail & schedule Condition 25 requires that not less than 2% of the total residential development shall provide ramped access with flush thresholds into all doorways etc. in accordance with a plan or schedule which shall have been submitted to and approved in writing by the Local Planning Authority as part of the Reserved Matters submission. Detail must be in cross section.	
Affordable Housing At least 30% of the total number of residential units to be provided on site shall be affordable dwellings, calculated across the site. A running total of the numbers and mix of housing should be submitted, taking into	

<p>account other phases of development approved or under consideration, regardless of developer.</p> <p>Condition 24: 10% of affordable housing constructed to Lifetime Homes Standards, these should be identified on plan.</p> <p>Affordable housing units should not be provided in groups of more than 15 unless it can be shown that larger groups are necessary as an integral part of high quality and practical design.</p>	
<p>Condition 21: Tree Protection - All Applications: A survey and report is required to show the location, species, crown spread, girth and condition of all trees with a stem diameter of 100 mm or greater and the location, mix and spread of all hedgerows.</p>	
<p>Highway Construction details - A set of details has been agreed with the Council's S38 team for the whole of Tadpole Garden Village. These should be included at Reserved Matters stage to ensure that the design complies with the S38 requirements.</p>	
<p>Condition 10 requires a phasing plan to ensure suitable water supply infrastructure to be submitted to and agreed in writing. It is advised that this should be included in each RM submission to avoid the need to discharge the condition separately.</p>	
<p>Condition 14 requires a Landscape Management Plan to be submitted to and agreed in writing. It is advised that this should be included in each RM submission to avoid the need to discharge the condition separately.</p>	
<p>Condition 16 requires a scheme for the spec, provision and location of Fire Hydrants. It is advised that this should be included in each RM submission to avoid the need to discharge the condition separately.</p>	

Wichelstowe Validation Checklist

All plans and drawings must include a north point, paper size and a scale bar indicating a minimum of 0-10 metres.

For **major** applications applicants are requested to provide information on a CD in addition to paper copies.

Please note to the relevant Plan Number of Document reference in the right hand column.

Reserved Matters submissions <u>must</u> include	Please note Plan No. or Document Ref.
Completed Application Form	
The Correct Fee	
Site Area Please state the site area in hectares (ha)	
Site Location Plan with site edged red (and blue) suitable for use at Committee At 1:1250 or 1:2500 indicating existing infrastructure and surrounding land info. The site edge red must include all land necessary to carry out the development including access from a public highway. Other land owned or controlled by the applicant should be edged in blue.	
Statement of Compliance A Statement of Compliance must be submitted detailing how the submission accords with the Design Code.	
Existing Site Plan: 1:500. This should show existing landscaping including individual trees (clearly labelled), levels, location and dimensions of existing watercourses, drainage channels and other aquatic features with water, invert and bank levels as appropriate.	
Planning Layout: 1:200 The site must be edged red (to accord with the Location Plan) and the plan must show adjoining areas and infrastructure. The proposed parking for each plot must be clearly identified on the plan. If appropriate a 1:500 version should also be submitted to show the whole parcel.	
Details of the Reserved Matters (Access, Appearance, Landscaping, Layout, Scale) for which approval is being sought must be provided.	

<p>Proposed Levels are required across the site detailing road levels, proposed slab levels, any steps and level thresholds for each plot (front, rear or side) must be provided. Refer to Condition 34 for Disabled Access Provision.</p>	
<p>Soft Landscaping Scheme must be provided at a scale of 1:200 on a plan showing the building layout and accompanied by Refer to Condition 8.</p>	
<p>Hard Landscaping Scheme (External works) must be provided at a scale of 1:200 to illustrate the proposed surface treatments and street furniture as well as the alignment of all roads, footpaths, cycleways and other means of access and the gradient and width of all pedestrian paths. The height, materials and position of all new walls and fences (boundary treatments) must be provided on a plan at 1:200 scale.</p>	
<p>Movement Strategy/Road Hierarchy at 1:500 and clearly label all roads to identify the hierarchy and road type in accordance with the Design Code.</p>	
<p>Colour Street Scenes and/or Street Elevations must be provided at 1:100 for all key streets noting plot numbers and in a coloured format reflecting the proposed materials.</p>	
<p>Building Elevations and Floor Plans at 1:100/1:200 are required for all buildings.</p>	
<p>House type, Garage/Carport Elevations & Floorplans are required (at 1:100) for every house type and different garage listed on the layout. Garage sizes must comply with the requirements of the Design Code, and dimensions marked on the floor plans. The house types for Wheelchair Accessible and Lifetime Homes must clearly detail how the required standards are being met Refer to Conditions 33 and 34</p>	
<p>Details of the proposed building materials must be provided to include roofing materials, brick types, any proposed stone, colours of render etc. Materials for each plot should be shown on a plan at 1:500 or schedule, or both.</p>	
<p>Affordable Strategy at 1:500 showing locations and tenures/types of affordable housing and associated schedule. Refer to requirements of Condition 31</p>	
<p>External lighting for the site including specification for the lighting fixtures proposed. This should be shown on the same plan as accurately plotted proposed and existing tree positions to avoid any conflicts.</p>	
<p>Parking schedule detailing the number of parking spaces, car ports and garages per plot and visitor spaces across the parcel.</p>	

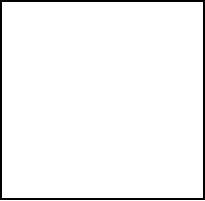
<p>Track plots on 1:200 plans showing tracking for a large car, a 10.6m refuse vehicle and a large fire tender. Tracking should also be provided to show a large car entering and exiting any awkward residential spaces.</p>	
<p>Refuse Storage Strategy at 1:500 to show locations of bin stores, bin collection points and carry distances where appropriate.</p>	
<p>Adoption plan at 1:500 indicating areas of highway / open space to be offered for adoption by the Local Authority.</p>	
<p>Details such as Street Furniture (bollards, benches, bins, etc.) must be provided on plan and in elevation at 1:50</p>	
<p>Road construction – details of any relevant contiguous development on both sides should be included outside the red line.</p>	
<p>Provision of Allotments, Sports & Recreation Facilities. Reserved Matters containing open space should provide all the relevant details on plan (1:200) and in elevation (1:50) and detailed specifications.</p>	

<p style="text-align: center;">Additional notes & Condition requirements (Please note this is not the full list of Conditions. Please also refer to Decision Notice S/13/1524)</p>	
<p>Condition 8: Green Infrastructure Ecology Statement All Reserved Matters shall include a Green Infrastructure Ecology Statement (see Condition 8 for detailed requirements).</p>	
<p>Condition 9: Existing Tree Protection No existing trees shall be lopped, topped, felled or uprooted without prior written consent from the LPA.</p>	
<p>Condition 11: Building Demolition, Tree Felling & Bat Survey NB: If any buildings or trees to be demolished within the RM application site.</p>	
<p>Condition 13: Hydrological Method Statement The construction and Maintenance of the canal must accord with the Hydrological Method Statement (one approved)</p>	
<p>Condition 15: Foul Water Drainage Strategy</p>	

All RM's shall be <u>accompanied</u> by detailed plans and calculations that set out the method of disposal of foul water and sewage.	
Condition 16: Surface Water Drainage Strategy All RM's shall be <u>accompanied</u> by detailed plans and calculations that set out the method of surface water drainage necessary for the development to conform to the approved Surface Water Drainage Strategy.	
Condition 22: Archaeology The proposed development must accord with the approved Archaeological Written Scheme of Investigation and may require further detail depending on application location. Please refer to approved document.	
Condition 24: Habitable Rooms – Noise The development must be assessed against the standards listed and a confirmatory Noise survey shall be submitted	
Condition 25: Educational Establishment – Noise All Reserved Matters for Educational Establishments shall be accompanied by a Comprehensive Noise Survey and Noise Mitigation Report	
Condition 26: Commercial Premises – Noise A comprehensive Noise Survey and Noise Mitigation Report for all commercial premises must be submitted	
Condition 27: Commercial Ventilation Details of all necessary associated extraction or ventilation systems shall be submitted for all commercial premises	
Condition 30: Sprinkler Systems All Reserved Matters for buildings over 4 stories in height or for blocks of dwellings over 4 stories in height shall include details of sprinkler systems.	
Condition 31: Affordable Housing No Reserved Matters shall be approved until a scheme for the provision of affordable housing has first been submitted. See Condition 31 for detailed requirements.	
Condition 33: 2% Wheelchair Occupier Housing Not less than 2% of dwellings shall provide wheelchair accessible housing. Must be implemented as a cumulative total across the site triggered for every 50th dwelling submitted for approval.	
Condition 35: Construction Management Plan See Condition 35 for detailed requirements.	

Utility infrastructure

The Design Code resists the use of electricity and gas boxes to the front of dwellings. All services should be routed to the rear or side of dwellings and we require this to be identified and confirmed on the plans.



Validation Checklist

Application for tree works: works to trees subject to a Tree Preservation Order (TPO) and/or notification of proposed works to trees in a Conservation Area (CA)

Applications can be submitted electronically using the Planning Portal website (www.planningportal.co.uk)

For works to trees protected by a Tree Preservation Order:	
Completed Application Form	
A site plan showing the location of all tree(s) and relevant site features	
A full and clear specification of the works to be carried out	
Statement of reasons for the proposed work	
Evidence in support of statement of reasons; <ul style="list-style-type: none"> A report by an Arboriculturist if your reasons relate to the health and/or safety of the tree(s) A report by a Structural Engineer together with a report from an Arboriculturist if you are alleging subsidence damage. 	

For works to trees in Conservation Areas:	
Completed Application Form	
A site plan showing the location of all tree(s) and relevant site features	
A full and clear specification of the works to be carried out	
Any other relevant information may include photographs or previous tree management	

If you have any queries please contact the Council's Arboricultural Officer on 01793 466318 or email landscapeplanning@swindon.gov.uk

If you have any queries regarding the above requirements, please contact the Validation Team either by telephoning 01793 466247 or by email at validation@swindon.gov.uk

(Revised May 2019)

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(Revised May 2019)