



CHANGE OF USE APPLICATION VALIDATION REQUIREMENTS

Please see the [Full Validation checklist for more detail – ie the Master Document](#)

This document provides guidance on what documents are usually required to validate the application.

Other information may also be required in accordance with the full list.

If any of this is missing the application may be delayed until it is provided.

The case officer may request other information after the application has been registered

DRAWING REQUIREMENTS

All drawings should meet the following:

- Portable Document Format (PDF) is the recommended file format to ensure that they are accessible to consultees;
- All drawings shall include a scale bar and key dimensions;
- All drawings shall specify the printing page size for which the scale applies
- All documents and drawings shall be given a meaningful title and dated with drawings given a unique plan reference. For example: Block Plan drawing v1A.pdf or Design and access statement 28102013.pdf.
- Plans should not contain the phrase 'Do not scale'.
- All drawings shall be correctly orientated for on-screen display
- Scanned documents must be a minimum of 200 dots per inch (dpi) resolution for black and white and 100 dpi for colour;
- All photographs in PDF file format and no larger than 15 cm x 10 cm.
- Updated or revised versions of plans or documents should be clearly named to show a change so that the new documents can be easily identified when uploaded. For example Block Plan drawing v1B.pdf or Design and Access Statement 30102013.pdf."

INFORMATION REQUIRED	WHEN REQUIRED	Information Provided (tick as appropriate)
Application Form	Always	<input type="checkbox"/>
Ownership Certificate	Always	<input type="checkbox"/>
Correct Fee	Always	<input type="checkbox"/>
Location Plan	Always	<input type="checkbox"/>
Existing Site Plan	Always	<input type="checkbox"/>
Existing Floor Plans	Always	<input type="checkbox"/>
Existing Elevations	External Alterations Proposed	<input type="checkbox"/>
Proposed Site Plan	Always	<input type="checkbox"/>
Proposed Floor Plans	Always	<input type="checkbox"/>

Proposed Elevations	External Alterations Proposed	<input type="checkbox"/>
Affordable Housing Statement	10+ Residential Dwellings Proposed	<input type="checkbox"/>
Agricultural Statement	Development on agricultural land for the purposes of agriculture and other uses appropriate to the rural area	<input type="checkbox"/>
Crime Impact Assessment	10+ Dwellings; New Education/Non Residential/HMO & Student Accommodation	<input type="checkbox"/>
Equality and Diversity Impact Statement	Where no D & A is required - All Apps for physical changes to non residential dwellings	<input type="checkbox"/>
Flood Risk Assessment	Site in Flood Zones 1 and change is to a more vulnerable use	<input type="checkbox"/>
Flues and Ventilation Extraction Details	Apps for sale or preparation of cooked food; launderettes; other uses where air conditioning or extraction equipment is required	<input type="checkbox"/>
Heads of Terms for S106	Where contributions required; eg. Affordable Housing	<input type="checkbox"/>
Health Impact Assessment	Residential of 200+ Houses; Floorspace of 10,000+sq.m	<input type="checkbox"/>
Heritage Statement	Sites with designated and non-designated Heritage Assets and their settings (including conservation areas and locally listed buildings).	<input type="checkbox"/>
Materials	Shop Fronts; in Conservation Areas; Listed Buildings/Green Belt	<input type="checkbox"/>
Noise and Vibration Impact Assessment	New Noisy Development adjacent Residential and vice versa	<input type="checkbox"/>
Open Space Proposals	10+ Residential Dwellings	<input type="checkbox"/>
Parking/ Access/ Servicing Arrangements	All Apps where parking/access required	<input type="checkbox"/>
Planning Statement/Statement of Community Involvement	Major App/Listed Building/Green Belt	<input type="checkbox"/>
Refuse Facilities	Residential/Retail/Industrial Use and Change of Use Apps	<input type="checkbox"/>
Town Centre Impact Assessment and Sequential Test	Town centre uses including commercial, retail or leisure uses located outside of town, district or local centres over 500 sq.m of gross floor space	<input type="checkbox"/>
Structural Survey	Conversion of agricultural building	<input type="checkbox"/>
Transport Assessment/Statement	See Thresholds; Not applicable to floorspace under 250 sq.m or less than 50 dwellings (C3) or 30 Bedrooms (C1/C2)	<input type="checkbox"/>
Travel Plan	See Thresholds; Not applicable to floorspace under 250 sq.m or less than 50 dwellings (C3) or 30 Bedrooms (C1/C2)	<input type="checkbox"/>
Viability Appraisal	Where applicant not proposing contributions, eg. Affordable housing	<input type="checkbox"/>