



Part 1 - National / Mandatory Validation requirements

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) sets out the National Validation requirements for applications.

Information	Types of Application	Guidance
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National Requirements

Application Form	All applications	<ul style="list-style-type: none">All sections and questions must be answered.Forms must be signed and dated.
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Applications can be submitted online (Planning Portal website: **'Planning Portal'**)

Appropriate Fee paid in full	All applications (where a fee is necessary)	<ul style="list-style-type: none">The appropriate fee must be paid in full when you submit your application
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The Planning Portal includes a fee calculator and a fee schedule. **'Fee Calculator'**

For the purpose of fee calculation, floor space is taken to be the gross area (all storeys, including basements and garaging) to be created by the development. It should be an external measurement, including thickness of external and internal walls.

Ownership Certificate

All applications

(Except for consent to display Advertisements)

Only one ownership certificate should be signed. If more than one certificate is signed your application cannot be processed.

- **Certificate A – Sole Ownership and no agricultural tenants**

To be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

- **Certificate B – Shared Ownership** (All other owners/agricultural tenants known)

To be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the details of all the other owners and/or agricultural tenants.

- **Certificate C – Shared Ownership** (Some other owners/agricultural tenants known)

To be completed if the applicant does not own all of the land to which the application relates and does not know the details of all of the owners and/or agricultural tenants. You must provide details of the steps taken to find the other owners, including details of the advert published in the local paper.

- **Certificate D – Shared Ownership** (None of the other owners/agricultural tenants known)

To be completed if the applicant does not own all of the land to which the application relates and does not know the details of any of the owners and/or agricultural tenants. You must provide details of the steps taken to find the other owners, including details of the advert published in the local paper.

An 'owner' is a person with a freehold interest, or leasehold interest with an unexpired term of not less than 7 years. For development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner.

An 'agricultural tenant' is a tenant of an agricultural holding, of any part of the land to which the application relates.

The applicant must serve notice on all owners of the application site including any agricultural tenants. Failure to serve the correct notice will invalidate the application.

If you need to serve notice on someone else with an interest in the land, you must serve formal notice at least 21 days before the application is submitted.

The relevant notice templates are available from the Planning Portal.

For Householder Applications use:

https://ecab.planningportal.co.uk/uploads/1app/notices/householder_notice.pdf

For Other Applications use:

<https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>

<https://ecab.planningportal.co.uk/uploads/1app/notices/notice2.pdf>

Location Plan

All applications

Site Location Plans must:

- Be based upon an up-to-date Ordnance Survey Map and drawn to scale 1:1,250 or 1:2,500
- In isolated locations, a plan at a smaller scale (e.g. 1:10,000) may be necessary to show the site's location relative to nearby settlements.
- Show North and include a Scale bar
- Show the application site edged in red (this must include all land necessary to carry out the proposed development such as access from the public highway, car parking, visibility splays, engineering and drainage works, on and off-site biodiversity enhancement, landscaping and open areas around buildings).
- Show a blue line around any other land within the applicant's ownership, close to or adjoining the application site.
- Where possible identify two named roads
- Copyright plans from other sources must not be used, such as extracts from published policy documents or online mapping services.

Site Location Plans can be purchased via the Planning Portal [Buy a planning map - Buy a planning map - Planning Portal](#)

Block/Site Plan

All applications

All plans must:

(Existing and Proposed)

- Be drawn to scale 1:200 or 1:500
- Provide both existing and proposed block plan
- Show North and Scale bar
- Show the site area to match area shown in red on the site location plan

- Provide accurate details of the location of the development and its relationship to other buildings and boundaries on or adjoining the site
- Include any buildings to be demolished
- Include any drainage works
- Identify a fixed Ordnance Survey (OS) Datum point (a permanent reference point from which measurements or levels may be taken); and
- Identify any features, landscaping (including any significant trees on or adjoining the site), roads (including any access arrangements), details of any public rights of way crossing or adjoining the site, the extent of any hard surfacing and any boundary treatment including walls, fencing or hedge banks.

Design and Access Statement (DAS)

Where the development is 'Major Development', affects a Listed Building or within a Conservation Area

All applications must include sufficient design information, including construction details, so design quality can be adequately assessed at the application stage and maintained through to completion. The detail required will be proportionate to the scale of the development.

A Design and Access Statement (DAS) is a national validation requirement for:

- Major developments; and
- Listed Building applications; and
- Applications in Conservation Areas and World Heritages Sites where one or more dwellings are being created, or a building or buildings where new floor space of 100m² or more is being created.

A DAS statement is a short report that explains how a proposed development responds to the site and its setting and demonstrates that it can be accessed by prospective users.

A DAS must:

- Explain the design principles and concepts that have been applied to the development
- Demonstrate the steps taken to appraise the context of the development and how its design takes the context into account
- Explain how policies related to access have been applied
- State what consultation has taken place in relation to access and what account has been taken of the outcome
- Explain how specific issues related to access have been addressed

A DAS should explain how a proposed development responds to the site characteristics and its setting and demonstrate that it can be properly accessed by prospective users.

The level of detail in a Design and Access Statement should be proportionate to the complexity of the application. For most straightforward planning applications, the DAS may only need to be more than a page.

Applications for Listed Building Consent will require reference to the building's significance and the impact of any proposed works. This can be included as part of the DAS or submitted within a Statement of Heritage Significance [\(hyperlink to SOS\)](#)

Biodiversity Net Gain (BNG) All applications

The Government has made Biodiversity Net Gain (BNG) a mandatory requirement from 12 February 2024. Developers must ensure a BNG of 10%; delivering a better-quality natural habitat than there was before development took place.

Applicants must fill in the section on the application form to identify whether BNG is applicable to the proposed development, or whether any exemptions apply. A list of exemptions can be found here: <https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments>

Where BNG is required, the whole of the 'Biodiversity Net Gain' section of the application form must be completed and the following provided:

- the completed metric calculation tool showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value;
- plan(s), drawn to an identified scale and showing the direction of north, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).

Applications cannot be validated without reference to BNG.

**Mandatory
(dependant on**

development
type)

**Elevation
Drawings
(Existing &
Proposed)**

All applications for new, replacement, or extended buildings and for external alterations

Proposed elevations must be provided with all applications for new, replacement, or extended buildings, and applications for external alterations.

For Listed Building Consent Applications, you must submit both existing and proposed elevations at scale 1:50 and include the whole building elevation (rather than a part of it).

All elevations must:

- Be to a scale of 1:50 or 1:100 and indicate the elevation compass direction
- Include a reference number
- Show all elevation(s) relevant to the proposal
- Be annotated with the proposed materials and mark key dimensions (length, width, height) of any new structures
- Indicate other buildings attached to the elevation and the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling); and
- Show ground levels either side of any structure, where a change of level is proposed the difference in levels should be shown and show existing and proposed Finished Floor Levels.

**Floor Plans
(Existing &
Proposed)**

All applications where changes to floor plans lead to external changes/change of use applications

Existing and Proposed floor plans must be provided with all applications.

For Listed Building Consent Applications, you must submit both existing and proposed floor plans at scale 1:50 and include the whole building elevation.

The floor plans must:

- Be to scale 1:50 or 1:100, denote a compass direction and must show the whole floor area concerned; and
- Identify any walls, features or buildings to be demolished

- For change of use applications floor plans should denote the use of each room and use colour (boundary edged rather than block shading) to distinguish between existing and proposed floorspace.

Roof Plans	All applications where there are alterations to roofs	<p>Existing and proposed roof plan must be provided where there are new roofs or alterations to existing roofs</p> <ul style="list-style-type: none"> • Be to scale 1:50 or 1:100 • Identify any roofs, and roofing materials
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Planning Statement	All complex applications	<p>A Planning Statement will be required for more complex developments eg those above a householder application.</p> <p>A Planning Statement should set out the development's planning context, assess the need for the development and how the proposal accords with relevant planning policies.</p> <p>The Statement should provide the justification for development. It should demonstrate:</p> <ul style="list-style-type: none"> • Local context; • The need for the proposed development; • How the proposed development accords with relevant national, regional and local planning policies; • Set out other material considerations that should be taken into consideration • Material considerations are those matters which may not be directly addressed by planning policy.
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A material consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

Material considerations can include (but are not limited to):

- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking

- Highway safety
- Traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Government policy
- Disabled persons' access
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation

Issues such as loss of view, or negative effect on the value of properties are not material considerations.

A planning statement may also include details of pre-application consultations with the DNPA, statutory consultees and/or the wider community.

Wildlife Trigger Table

All Applications

All planning applications must be submitted with a Dartmoor [Wildlife, Geology, Invasive Species and Biodiversity Trigger Table](#) to identify if the proposed development will require a wildlife, geology, invasive species and biodiversity report to assess impacts on protected habitats or species.

The DNPA Wildlife Trigger Table, will be the only table accepted.

If there is a 'yes' in any column of Part A or Part B of your trigger table, a wildlife, geology invasive species and biodiversity report must be prepared by a qualified and suitably experienced ecologist.

If the report indicates that detailed protected species surveys are required these must be included with your application. The application cannot be validated without them.

If the report indicates that detailed protected species surveys are required these must also be included as part of the wildlife report. The application cannot be validated without them.

We will not hold applications awaiting wildlife reports. Please be aware that some surveys can only be undertaken at certain times of year.

Environmental Impact Assessment

All applications

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 apply to all development proposals and should be screened accordingly. Most developments fall below the threshold of Schedule 1 of the regulations. Some developments will fall within the definition of Schedule 2 and may require further consideration.

For projects requiring an Environmental Impact Assessment, an Environmental Statement (and non-technical summary) must be provided. See [Environmental Impact Assessment - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/environmental-impact-assessment)

Fire Safety

Applicable buildings

A Fire Statement will be required where;

- The building contains two or more dwellings or educational accommodation and
- Meet the height condition of 18m or more in height, or 7 or more storeys

“Dwellings” includes flats, and “educational accommodation” means residential accommodation for the use of students boarding at a boarding school or in later stages of education. [Fire safety and high-rise residential buildings \(from 1 August 2021\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021)

Fire statements should provide information on fire safety matters as they relate to land use planning matters (e.g. site layout, water supplies for firefighting purposes and access for fire appliances).

Drainage

All Applications where applicable

All new developments (other than householder) must be accompanied by a surface water management plan which demonstrates how surface water from the development will be disposed of in a manner that does not increase flood risk, in accordance with Sustainable Drainage Systems (SuDS) principles, and following the hierarchy of discharge solutions as set out in Section 10 of [Devon County Council's SuDS guidance](#).

All developments which are not connected to the main sewer need to be accompanied by details of the alternative foul drainage arrangements, (Foul Drainage Assessment (FDA)).

When the site falls within a Flood zone and/or Critical Drainage Area

Development which takes place in a flood zone will need to demonstrate that it is safe from flooding and does not increase flooding elsewhere. This includes developments:

- in flood zone 2 or 3 including [minor development](#) and [change of use](#)
- more than 1 hectare (ha) in flood zone 1
- less than 1 ha in flood zone 1 in the case of more vulnerable uses, and other flood sources
- in an area within flood zone 1 which has critical drainage problems (a Critical Drainage Area)

A Flood Risk Assessment (FRA) undertaken by a suitably qualified professional which must:

- identify and assess flood risk to and from the site and how the risk may be avoided or mitigated
- contain a Sequential Testing Statement, where it is explored whether the development can be accommodated on land in other preferable zones of lower flood risk
- include the design of surface water management systems, including Sustainable Drainage Systems (SuDS) and address the requirement for safe access to and from the development in areas at great risk of flooding.

SuDS ([hyperlink](#)) are required for all major development, and development which is within a Critical Drainage Area.

You can check whether your property is at risk from flooding on the [Environment Agency website](#) together with their [standing advice](#).

[Government guidance on FRAs](#)

Devon County Council are the lead Local Flood Authority and are consulted on all proposals for all Major and other development schemes where there is potential for flood risk.

The Environment Agency are consulted on development (other than minor development, defined in [Flood Risk Standing Advice](#)) in flood zone 2/3, or in zone 1 in an critical drainage area.

National Requirements for Outline Planning Applications

An outline planning application is a means of establishing the principle of a proposed development without having to supply all of the details. The grant of outline planning permission will then be conditional upon the subsequent approval of details of 'reserved matters'.

The Government has set down the minimum level of information that must be submitted with outline applications, as follows:-

- **Use** The use or uses proposed for the development and any distinct development zones within the application site.
- **Amount of Development** The amount of development for each use.
- **Indicative Access Points** An area or areas in which access points to the site will be situated.

An outline application may also contain details and seek approval of one or more of the reserved matters, but a least one must be reserved for later approval. It should be noted that for an outline application it is necessary to indicate access points on the submitted plans even if access will be a reserved matter.

Reserved matters are defined as;

- **Layout** The way in which buildings, routes and open spaces are provided within the development and their relationship to buildings and spaces outside the development
- **Scale** The height, width and length of each building proposed in relation to its surroundings.
- **Appearance** The aspects of a building or place which determine the visual impression it makes. This includes the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.
- **Access** The accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation and how these fit into the surrounding network.

- **Landscaping** This is the treatment of private and public space to enhance or protect the amenities of the site through hard and soft measures. This may include, for example, planting of trees or hedges, screening by fences or walls, the formation of banks or terraces, or the layout of gardens, courts or squares.