Outline Planning Application Validation List

The following documents will be required to validate outline planning applications.

For further details and requirements relating to relevant Local and National Policies, please see the Central Lincolnshire Local Plan and National Planning Policy Framework.

Category 1 – National Validation Requirements

The following documents are required through national legislation; or national planning policy

Document	Notes
Completed Application Form	Applications should be made on the standard national form.
Ownership Certificate and Agricultural Land Declaration	Forms part of the planning application form
Correct Planning Fee	Please see current fees.
Biodiversity Net Gain Mandatory Requirements	Where an applicant believes the development would be subject to the biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015: • confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition; • the pre-development biodiversity value(s), either on the date of application or earlier proposed date (as appropriate); • where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date; • 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; • a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have:

Document	Notes
	• a statement to the effect that these activities have been carried out; • the date immediately before these activities were carried out; • the pre-development biodiversity value of the onsite habitat on this date; • the completed metric calculation tool showing the calculations, and • any available supporting evidence of this; • a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) on the land to which the application relates, that exists on the date of application, (or an earlier date); and • 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). Or; • Where applicants consider that the development would not be subject to the general biodiversity gain condition, a statement to set out what exemption(s) or transitional provision(s) apply to the development. Please note local validation requirements are also required where the development would be subject to the biodiversity gain condition – including the metric and gain statement, conditions assessment and post-development habitat plan when required.
Planning Statement / Design and Access Statement[1]	Required for the following: • Applications for major development[2] • Applications for development in a conservation area, where the proposed development consists of one or more dwellings; or a building or buildings with a floor space of 100 square metres or more. • Applications for listed building consent. **National Policy DM1: Preparing development proposals** The planning statements should set out: • How the development proposal is consistent with the relevant development plan and national decision-making policies;

[1] For further guidance, see the GOV.UK guidance on Design and Access Statements.
[2] As defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015;

Document	Notes
	• The outcome of any pre-application engagement and the extent to which the proposal has changed in response to it; and • The proposed use of any planning obligations to make the proposal acceptable in planning terms
Site Location Plan[3]	1:1250 or 1:2500 scale

Category 2 – Local Validation Requirements

The following documents are required through the policies of the Central Lincolnshire Local Plan or other Development Plan documents

Document	Notes
Energy Statement or statement proposing deferral of Energy Statement to Reserved Matters stage	CLLP Policies S6, S7, S8 Guidance and checklists to support compliance with energy efficiency policies are available within the Central Lincolnshire Supplementary Planning Documents and Guidance Notes.
Biodiversity Gain Statement	CLLP Policy S61 Guidance and further information to support compliance with Biodiversity Net Gain (BNG) is available within the Central Lincolnshire Biodiversity Net Gain (BNG) Supporting Documents. This information is required to be submitted even where a development is exempt from BNG.
Preliminary Ecological Appraisal	CLLP Policy S60
Affordable Housing Statement	CLLP Policy S22 An Affordable Housing Statement is required where a development proposal triggers affordable housing under Local Plan Policy S22, including: • Proposals for 10 or more dwellings, or • Sites of 0.5 hectares or more, or • In designated rural areas of North Kesteven only, proposals for 5 or more dwellings. The level of detail expected will depend on the type of application submitted:

[3] All plans and drawings must be drawn to the identified scale and include a linear scale bar. Plans must show the direction of north, and elevation drawings require clear labels e.g. North Elevation. A location plan must be based on an up-to-date map and must identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Document	Notes

	• Full planning applications should provide full details of the affordable housing proposals.
	• Outline planning applications may provide fewer details but must explain how affordable housing will be provided as this will be secured at the outline stage.
	
	In addition to the detailed affordable housing information set out below, the statement should include:
	
	• A summary of any pre-application discussions explaining how local affordable housing needs and market interest have informed the proposal with:
	  • The Council's Housing Strategy Team, and
	  • Registered Providers (housing associations)
	
	• A summary of any feedback received from Registered Providers and/or the Council's Housing Strategy Team, and:
	  • how this has been reflected in the submitted proposal, or
	  • the reasons why it has not been taken forward.
	
	• Detailed Affordable Housing Information, must include the following:
	  • the number/percentage of affordable dwellings proposed
	  • the affordable tenure mix (see relevant guidance*)
	  • affordable property type mix
	  • gross internal floor area of affordable dwellings expressed as a percentage of relevant National Described Space Standards (NDSS) target
	  • proportion of affordable dwellings meeting higher access standards of Part M Building Regulations
	  • parking arrangements for affordable dwellings
	  • access arrangements for affordable dwellings
	  • timing of delivery of affordable dwellings
	  • services charges for affordable dwellings

Category 3 – Other Requirements

The following documents may be required dependent upon the nature of the development

Document	Notes
Existing and Proposed Block Plan[4]	1:200 or 1:500 scale (This must also indicate the area or areas where access points to the development will be situated, even if access has been reserved)
Existing and Proposed Elevations[4]	1:50 or 1:100 scale
Flood Risk Assessment (including sequential and exception test evidence where applicable)	CLLP policy S21 a site-specific flood risk assessment should accompany all development proposals in Flood Zones 2, 3a, and 3b In Flood Zone 1, a site-specific flood risk assessment should inform and accompany all development proposals involving: • Sites of one hectare or more; • Land which has been identified by the Environment Agency as having critical drainage problems; and • Land identified in a strategic flood risk assessment or the Flood Map for Planning as being at risk of flooding from any source, whether now or in the future. Flood Map for Planning **National Policy F4: Assessing flood risk for decision-making** Site-specific flood risk assessment appropriate to the scale, nature and location of development.
Heritage Statement	In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an

[4] All plans and drawings must be drawn to the identified scale and include a linear scale bar. Plans must show the direction of north, and elevation drawings require clear labels e.g. North Elevation. Where development involves a change in the fabric of a building/structure or creation of floor space, plans must clearly annotate key dimensions including as a minimum building/structure external length and width on floor plans and height (eaves and ridge) on elevations. Where no change to the fabric or floor plans of a building are proposed e.g. change of use applications, existing elevation photos are acceptable (including for retrospective applications). Block plans require externally measured separation distance/s between those building/s and structure/s closest to the application site boundary and the site boundary itself. All measurements must be in metres.

Document	Notes
	appropriate desk-based assessment and, where necessary, a field evaluation. A Heritage Asset is defined as "A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing)." **National Policy HE5: Assessing effects on heritage assets** Heritage impact assessment. assessment of the significance of the asset(s) affected (including any contribution made by their setting) and of the potential effect(s) of the proposal(s) on their significance.
Environmental Statement (EIA Schedule 1 and 2)[5]	Town & Country Planning Environmental Impact Assessment Regulations This will be necessary for all development within Schedule 1; or schedule 2 developments that are likely to have a significant environmental effect. You can apply to the Local planning authority for a Screening Opinion, as to whether the development requires an Environmental Statement.
Biodiversity Net Gain Metric (Pre and post development) [Excel Format] Including Statutory Condition Assessment Sheets [Excel Format]	CLLP Policy S61 where the layout is not a reserved matter, unless exempt from statutory BNG. (Please note that a Condition Assessment Sheet is not required where the Small Sites Metric is used)
Post Development Habitat / Landscape Map	CLLP Policy S61 where the layout is not a reserved matter, unless exempt from statutory BNG. 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).
Any other report/survey from the Central Lincolnshire 'full' validation checklist relevant to the scale, nature and location of development	The extent of additional information will also depend on what matters are before the Local Planning Authority and what are proposed to be left for reserved matters
S106 Agreement Heads of Terms	CLLP Policies S22, S45 Supplementary Planning Guidance on Planning Obligations is available within the Central Lincolnshire Supplementary Planning Documents and Guidance Notes.

[5] The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (legislation.gov.uk).

Outline Planning Application Validation Matrix

Category 1 - National Validation Requirements	Required	Where Required
Completed Application Form	X	
Ownership Certificate and Agricultural Land Declaration	X	
Correct Planning Fee	X	
Biodiversity Net Gain Mandatory Requirements	X	
Planning Statement / Design and Access Statement		X
Site Location Plan	X	

Category 2 - Local Validation Requirements	Required	Where Required
Energy Statement or statement proposing deferral to Reserved Matters stage		X
Biodiversity Gain Statement		X
Preliminary Ecological Appraisal		X
Affordable Housing tatement		X

Category 3 - Other Requirements	Required	Where Required
Existing and Proposed Block Plan	X	
Existing and Proposed Elevations		X
Flood Risk Assessment		X
Heritage Statement		X
Environmental Statement		X
Biodiversity Net Gain Metric		X
Post Development Habitat / Landscape Map		X
Any other report/survey from the ‘full’ validation checklist		X
S106 Agreement Heads of Terms		X