

Development Management Local Information Requirements for Validation



Introduction

All planning applications require supporting information so that the decision maker and third parties are clear as to what is proposed. Whilst there are national mandatory requirements, and certain information is provided within the planning application form, section 62(3) of the 1990 Act enables the local planning authority to require the submission of other information or particulars

This document known as the Local Information Requirements for Validation identifies the information that we will normally require, given both national and local requirements to be able to register assess and determine a planning application.

It is important to note the level of information required is dependent on the size and type of application as well as specific site constraints and nature of development.

Validation of Applications

Applicants should note that a validated application may be refused based on inadequate information.

The Council will not validate an application if it is incomplete, for example if not all information required as listed in the appropriate validation criteria is provided.

We will use our discretion to ensure a proportionate approach is made. Where an applicant considers that the information is not required this should be clearly set out in the application submission.

Processing the Application

Minor (Regulation 3) developments have an 8-week target for determination from validation and major applications have a 13-week target for determination. If an application is for development falling within the Environmental Impact Regulations the target is 16 weeks.

The opportunity to make significant changes to an application after validation is limited for example revised plans, which require re-consultation may not be accepted as re-consultation may not be able to be carried out, and a decision made inside the 8, 13 or 16 week target.

Fresh drawings or modifications that significantly alter the nature or description of the proposal will not normally be accepted after validation. If such a change is unavoidable, the Council may request the withdrawal and re-submission of an application.

Applicants may be able to make minor changes to the proposals as well as minor changes to plans to address any issues raised by Officers and Consultees should time permit during the process of consideration

In every case the submission of revised details must be accompanied by a written explanation clearly setting out the proposed changes.

Where an application has been validated but needs significant changes to make it acceptable, or where pre-application advice to overcome problems has not been followed, the Council will consider the application as submitted and this may result in a recommendation of refusal.

The applicant does have the opportunity to withdraw the application and submit a new application for a revised scheme before a decision is made.

Requirements for all Planning Applications

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (“DMPO”) requires, as a minimum, the following information to validate an application as per mandatory national information requirements specified in the DMPO:

- A completed application form submitted either electronically or by post
- The correct fee
- A location and site plan
- The ownership certificate
- Notices of all owners of the application site
- An agricultural land declaration (where necessary)
- A design and access statement (where necessary)
- A water neutrality statement (where necessary)
- Photographs in relation to the submission of a planning application (where necessary)

In some cases, an Environmental Impact Assessment (EIA) will be required but this usually relates to large-scale development likely to have significant effect on the environment. Please check with us if you are unsure of this requirement.

General Guidance:

- Drawings must be to a recognised metric scale
- A north figure and scale bar must always be included, and the wording “do not scale” must not be used.
- When submitted electronically, the page size must match the size to which the plan is noted as being drawn to.
- When submitted electronically, all documents and plans must be capable of being accessed by the recipient, legible in all material respects to be used for subsequent reference. Where 'legible in all material respects' means that the information contained in the notice or document is available to the recipient to no lesser extent than it would be if sent or given by means of a document in printed form. [Source: The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 1 Article 2]
- Where an application is submitted electronically, only **ONE** copy of each document or plan is required.
- Where an application is submitted in hard copy, **TWO** hard copies of the application form, plans and supporting documents will be required.

For major applications (10 or more dwellings; residential sites of 0.5ha or more; and other buildings with a floor space of 1000sqm or on sites of 1ha or more) **TWO** hard copies are required as well as **ONE** electronic copy.

- For a large scale development, you can provide a copy of the documents and plans via USB / FTP.

[Pre-Application Advice](#)

The Council can provide various levels of pre-application planning advice to help inform the preparation of planning applications. For further information visit www.horsham.gov.uk/planning

[Related Documents \(opens in a new page\)](#)

[The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)

[National Information Requirements](#)

[Horsham District Council Planning Framework \(HDPF\)](#)

National Requirements

Specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015

Requirement	Description	Policy Drivers/Further Information
Fee	As specified in the National Fee Regulations. This can also be calculated via the Planning Portal's Fee Calculator	The Town and County Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012
Application form	The correct planning application form must be completed. The forms can be filled out via the Planning Portal application submission procedure, or can be downloaded, printed, and submitted in hard copy.	The Town and County Planning (Development Management Procedure)(England) Order 2015 Part 3 Article 7
Certificate of Ownership	If the land of the site area in the ownership of the applicant, Certificate A must be signed. If any other the land is under the ownership of someone other than the applicant, or is in shared ownership then Certificate B must be signed. Certificate C must be signed if you do not know the names of all of the owners and Certificate D must be signed if you do not know the names of any of the owners. Application forms printed after June 2013 must include a joint Ownership Certificate and Agricultural Holdings Declaration – use the Planning Portal website to obtain a paper copy of the form or to submit your application electronically.	The Town and County Planning (Development Management Procedure)(England) Order 2015 Part 3 Article 11
Design and Access Statement	Required for all major developments and all development within a Conservation Area consisting of the provision of one or more dwelling houses and/or the provision of a building or buildings where the floor space created by the development is 100 square metres or more. This is a statement regarding the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. It should include details relating to amount, layout, scale, appearance, landscaping and use. Statements must be proportionate to the complexity of the application, but need not be long. For more guidance, please refer to the Design and Access Statement guidance notes, which are available on our website.	The Town and County Planning (Development Management Procedure)(England) Order 2015 Part 2, Article 9
Location plan	<p>Drawn at a metric scale of 1:1250 or 1:2500, site area outlined in red, including all land necessary to carry out the development, including access to the public highway, parking, hard standing etc. All other land owned should be outlined in blue. The direction of North should also be clearly marked on this plan.</p> <p>The application should be edged clearly with a redline, it should include all land necessary to carry out the proposed development for example, land required for access to the site from a public highway.</p>	

Requirement	Description	Policy Drivers/Further Information
Block plan	Drawn at a metric scale of 1:200 or 1:500 highlighting the proposed development in relation to the direction North as well as existing buildings, boundaries, adjacent properties, trees and direction north indicated and show any Public Rights of Way footpaths/cycle paths/highways. Where proposed works are likely to have an impact on trees, this should be at a scale of 1:200. Red and blue outlines are not required, but where included they must match those on the location plan.	<p>The Town and Country Planning (Development Management Procedure)(England) Order 2015 Part 3 Article 7</p> <p>Policy 33 of the Horsham District Planning Framework,</p>
Elevations (Existing and Proposed)	Required when the proposal would involve building operations or cause some change to the elevations of an existing building. To be drawn at a scale of 1:50 or 1:100. In the cases of minor changes, such as materials etc, the existing and proposed plans must highlight the materials currently present and the proposed.	
Floor plans (Existing and Proposed)	Required when the application would involve building operations or some change to the floor layout, or to indicate the locations of new windows/doors relative to the existing property. For change of use applications, the proposed use for each part of the building should be shown. To be drawn at a metric scale of 1:50 or 1:100.	
Section plans (Existing and Proposed)	Required when the application would cause changes to floor levels in an existing building, or when a new building is to be built on sloping ground. Also required with any infill of land or laying of materials for a drive etc. To be drawn at a metric scale of 1:50 or 1:100	
Roof plans (Existing and Proposed)	Required for all loft conversions, or applications including the erection of a dormer window. Can also be required for an application where the roof is not simply laid out. To be drawn at a metric scale of 1:50 or 1:100	
Advert Details Plans	Required for all advertisement consent applications. To be drawn at a metric scale of 1:50 or 1:100 and must show: Size, siting, materials, colours, height above ground, extent of projection and details of method. A section through plan is also often required at a scale of 1:10 or 1:20	

Local Requirements

Requirement	Description	Policy Drivers/Further Information
Affordable Housing Statement	Required for conversion or new build proposal resulting in 10 dwellings or more.	Policy 16 of the Horsham District Planning Framework
Air Quality Assessment	<p>Required to explain how the proposal will satisfactorily mitigate against increased emissions in accordance with the Policy 24 of the Horsham District Planning Framework. The Sussex Air Quality Guidance includes a screening checklist which explains when an Air Quality Assessment and an Emissions Mitigation Assessment is required to be submitted. This is usually when the proposal is any of the following:</p> <ul style="list-style-type: none"> - A major development, as defined by Town and Country Planning Order (England) 2015 - Located within an Air Quality Management Area (AQMA). There are two AQMA's in the Horsham District - Cowfold and Storrington - In relevant proximity to an AQMA - B8 storage and distributions use class with a floorspace or 500m² or more. This is included due to transport-related movements usually associated with this Use Class. 	<p>Policy 24 of the Horsham District Planning Framework</p> <p>Sussex Air Quality Guidance</p> <p>https://uk-air.defra.gov.uk/aqma/maps/</p>
Tree Survey/Arboricultural Impact Assessment	<p>Sites where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees). Information will be required on which trees are retained and on the means of protecting these trees during construction works. For Householder applications a block plan with the trees clearly identified and measured would be a requirement. For minor and major applications where trees might be affected, the application needs to be accompanied by a Tree Survey and Arboricultural Impact Assessment including appropriate tree protection measures. This information should be prepared by a person who has, through relevant education, training and experience, gained expertise in the field of trees in relation to construction. Full guidance on the survey information, tree protection plan and impact assessment that should be provided with an application is set out in the current BS5837 Trees in relation to design, demolition and construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.</p>	Policy 30 and 31 of the Horsham District Planning Framework

<p>Biodiversity Net Gain (BNG) Impact Assessment</p>	<p>10% BNG is a mandatory requirement from February 2024, initially for all major developments but from April 2024 for all development unless excluded by forthcoming guidance and secondary legislation.</p> <p>BNG seeks to ensure development leaves the natural environment in a measurably better state than before. All relevant planning applications will be expected to provide BNG information upon submission to demonstrate the mandatory requirement (or Local Plan requirement where higher), such proposals must therefore include:</p> <p>Habitat survey reports, maps, condition assessments, baseline and post-intervention biodiversity values calculated using the statutory biodiversity metric (original Excel & PDF formats required), a BNG statement containing the baseline, development impacts, no net loss/mitigation information, on-site BNG plans and/or off-site BNG plans as appropriate, habitat feasibility, and a BNG habitat management plan, all following best practice.</p>	<p>https://www.legislation.gov.uk/ukpga/2021/30/contents/enacted https://www.gov.uk/government/collections/biodiversity-net-gain https://www.gov.uk/guidance/natural-environment https://publications.naturalengland.org.uk/ https://www.local.gov.uk/pas/topics/environment/biodiversity-net-gain-local-authorities/biodiversity-net-gain-faqs</p>
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Requirement	Description	Policy Drivers/Further Information
Biodiversity Survey and Report	All applications where development is likely to impact upon existing habitats and/or species including protected species, such as (but not limited to) demolition of buildings, development of open land, development involving loss of trees and/or hedgerows, development involving or in close proximity to waterways/ponds	Policy 25 and 31 of the Horsham District Planning Framework
Community Infrastructure Levy – Additional Information Requirement Form	Where relevant and in order to calculate CIL liability the Additional Information Requirement form will to be submitted. See Appendix 1 for further information.	Policy 39 of the Horsham District Planning Framework
Daylight/Sunlight Assessment	Where there is a potential for significant adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties or buildings including garden or amenity space resulting from any increase in height of proposed development in regards to adjacent buildings.	Policy 33 of the Horsham District Planning Framework
Energy Statement	Required for all applications for the erection of one or more dwellings and for all commercial development. This statement should demonstrate and quantify how the development will comply with the Energy Hierarchy as laid out in the Horsham District Planning Framework.	Policy 36, 37 of the Horsham District Planning Framework
Environmental Impact Assessment	Developments and significant infrastructure projects which fall within Schedule 1 and 2 of the Regulations and have been screened as requiring an Environmental Statement	Town and Country Planning (Environmental Impact Assessment) Regulations (2011)
Essential Rural Workers Statement	A statement justifying the need for a new dwelling in a rural location, or the redevelopment of an existing building to provide a new dwelling where the justification is to provide the dwelling for a rural worker.	Policy 20 of the Horsham District Planning Framework
Financial Viability Appraisal / Assessment	<p>Required for Major applications of 10 or more residential dwellings where an applicant is proposing that they cannot provide the full range of S106 requirements, which includes affordable housing, due to financial viability issues.</p> <p>The NPPF and accompanying PPG require that all viability assessments must be published for public scrutiny. To enable authorities and members of the public to evaluate viability appraisals, Financial Viability Appraisal / Assessments must be completed in accordance with the standards set out in the PPG.</p> <p>Applicants should demonstrate that the scheme is deliverable with the proposed level of planning obligations. The Financial Viability Appraisal / Assessment must be accompanied by an agreement that the applicant will pay for the reasonable costs of an independent appraisal of the submitted viability assessment.</p>	<p>National Planning Policy Framework (NPPF) (Paragraph 57)</p> <p>Planning Practice Guidance (PPG)</p> <p>RICS Guide to Planning and Viability (GN 94/2012) – Appendix C details what a viability assessment should comprise. The level and detail of information forming the viability assessment will vary considerably from scheme to scheme.</p>

Requirement	Description	Policy Drivers/Further Information
Financial Viability Appraisal / Assessment	<p>Continued...</p> <p>The PPG provides that in exceptional cases applicants may submit a written request to withhold specific inputs and assumptions on the grounds of commercial confidentiality. Such a submission must include fully evidenced reasoning with respect of each individual piece of information that the applicant wants to be withheld demonstrating that withholding the information for a definitive period of time would better serve the public interest in accordance with the Environmental Information Regulations.</p>	
Flood Risk Assessment	<p>All applications where all or part of the site falls within Flood Zones 2 and 3</p> <p>Applications within Flood Zone 1 where:</p> <ul style="list-style-type: none"> - The site is over 1ha in size; or - Where there is a change of use to a more vulnerable class (eg commercial to residential) where they could be affected by flooding from sources other than rivers and the sea such as surface water drains; or - the site has critical drainage problems as notified by the Environment Agency; or - land identified in a strategic flood risk assessment as being at increased floor risk in future; or - land subject to other sources of flooding <p>A Sequential Test (followed by an Exceptions Test if applicable) will be required for all development where all or part of the site falls within Flood Zones 2 or 3, and/or where there is a medium or high risk of surface water flooding or flooding from other sources. Exceptions are where the site has been specifically allocated for development in either the local plan or a neighbourhood plan where it was previously subject to a sequential test (provided there have been no significant changes to the known level of flood risk to the site, now or in the future which would have affected the outcome of the test).</p> <p>The Sequential and Exceptions Test is not required for householder development, small non-residential development with a footprint under 250sqm, or changes of use (unless the change of use relates to a caravan, camping or chalet site, a mobile home or park home site).</p>	<p>Paragraphs 167 of the NPPF; Policy 38 of the Horsham District Planning Framework</p> <p>Further advice can be found at: https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications and in the PPG chapter on Flood risk</p> <p>See the Council's latest Strategic Flood Risk Assessment in support of the new Local Plan, which includes the latest surface water flooding maps: https://horsham.gov.uk/planning/local-plan/local-plan-review-evidence-base</p>

Requirement	Description	Policy Drivers/Further Information
Heritage Environment Record (HER) Search	<p>A search of the Heritage Environment Record at West Sussex County Council(WSCC), required for all applications falling within the following boundaries</p> <p>Within a RED Archaeological Notification Area: Any development over 0.2ha, residential development involving any below ground activity within a Scheduled Ancient Monument or Historic Church or Churchyard, and development involving 1 or more new replacement residential units,</p> <p>Within an AMBER Archaeological Notification area: Any development over 0.2ha, 5 or more new residential units, and sites within or adjacent to Scheduled Ancient Monuments</p> <p>OUTSIDE of an Archaeological Notification Area: Any development over 0.5ha in area, and development involving 10 or more new residential units</p>	<p>West Sussex County Council HistoricEnvironment Record</p>
Heritage Statement	<p>Required when proposed works would directly or indirectly impact a heritage asset, designated and non-designated. The level of the information should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance.</p>	<p>National Planning Policy Framework (NPPF) (Paragraph 194) Policy 34 of the Horsham DistrictPlanning Framework</p>
Land Contamination Assessment	<p>Where contamination is known or suspected or the development site is in the vicinity of such land, a report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.</p>	<p>Policy 24 of the Horsham DistrictPlanning Framework, Section 15 of the National Planning Policy Framework</p>
Landscape and Visual Appraisal (LVA) / Landscape and Visual Impact Assessment (LVLA)	<p>Required for all major development applications and for all development within the High Weald National Landscape. Other applications which are located in the countryside, may also be requested to provide an LVA. The assessments must be carried out by a competent Landscape Architect and must be proportionate to the complexity of the site. It must outline the likely effects of the proposal on the landscape, along with the proposed measures to mitigate the impact. Viewpoints and types of visualisation should be agreed in advance with the LPA and be accompanied by a Zone of Theoretical Visibility plan, (ZTV).</p>	<p>Policy 25 and 30 of the Horsham DistrictPlanning Framework</p>
Lighting Assessment	<p>Required for all applications where any sort of illumination is to be installed including commercial uses, recreational uses, security lighting and floodlighting. This must detail the proposed means of illumination (internal/external, static/intermittent) and level of the proposed illumination.</p>	<p>Policy 14 and 27 of the Horsham District Planning Framework</p>

Marketing Information	Where the proposed development would result in the loss of employment, retail and community units/uses contrary to Policies 9, 13 and 43 of the HDPF. Evidence of marketing, including details of any feedback, for at least one year is recommended. (Note that this may form part of a viability assessment or Planning Statement submitted with an application.)	Policy 5, 9, 12, and 13 of the Horsham District Planning Framework,
Minerals Resource Assessment	Required for all Major and Minor developments (Residential or Non-Residential 3ha or more; Non-Residential 1,000sqm/1ha or more), at Outline or Full Planning stage only, where the site falls within the defined Minerals Consultation Zones..	Policy M9 of the West Sussex County Council Joint Minerals Local Plan (2018)
Noise Assessment	For developments, which are likely to be noise generators, or are likely to be sensitive to noise from nearby sites and uses including main 'A' road and rail traffic	Policy 24 of the Horsham District Planning Framework

Requirement	Description	Policy Drivers/Further Information
Open Space Assessment	Required for applications within or affecting open spaces, including the loss of openspace, playing fields, bowling green's etc. Plans should show any areas of existing or proposed open space within or adjoining the application site and demonstrate through an independent assessment that the land or buildings are surplus to local requirements.	Policy 32 of the Horsham District Planning Framework , Section 8 of the National Planning Policy Framework
Planning Statement	Required for all major development and for all minor development excluding householder applications. This statement should address the proposal in the light of local and national legislation and should explain how it will fit in with the relevant policies	Enables the applicant to demonstrate that the development complies with national, regional and local policy
Retail Impact Statement	Applications involving new retail development in not in Horsham Town Centre or the designated centres of the smaller towns and villages in the District and all town centre use developments over 1,000 sq. m gross floor space regardless of location. Town centre uses are defined as being: retail; leisure facilities; entertainment facilities; more intensive sport and recreation uses; arts, culture and tourism uses; commercial offices and offices of public bodies	Policy 5, 6, 7, and 13 of the Horsham District Planning Framework
Statement of Community Involvement	A statement which details how the applicant has complied with the requirements for pre-consultation with the local community and wider consultees. Required for all new proposals for major development (10 dwellings or more and/or 1000sq.m or more of floor space)	This is a requirement of the adopted Horsham Statement of Community Involvement (SCI) , the Localism Act 2011 and the NPPF .
Structural Statement and Survey	Necessary for proposals where the structural integrity of a building is a key consideration, particularly barn conversions.	Policy 33 of the Horsham District Planning Framework
Surface Water Drainage Statement	<p>Required for development proposals for all buildings / hard surfacing / extensions. This should outline how any surface water is managed.</p> <p>All Minor developments should provide sufficient detail based on the scale and nature of the development.</p> <p>NPPF priorities for sustainable drainage to apply to all development to include Major and Minor development</p>	Policies 24, 35 & 38 of the Horsham District Planning Framework Building Regulations ; Document H The SuDs Manual Published by ciria C753 BRE Digest 365 ; Soakaway Design DEFRA ; Sustainable Drainage Systems Non Statutory Technical Standards
Telecommunication Development – Supplementary Information	Required for mast and antennae development by mobile phone network operators. Should include a range of supplementary information including the area of search, alternative sites considered, details of any consultation undertaken, details of the proposed structure and technical justification including other sites considered and reasons for their rejection by the operator and information about the proposed development.	Policy 7 of the Horsham District Planning Framework ,

Requirement	Description	Policy Drivers/Further Information
Transport Assessment	Required for all applications where the proposed development has significant transport implications. This should outline the expected traffic impact and give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts. The PPG provides brief guidance on when a Transport Assessment or Transport Statement is required. Applicants are advised to contact WSCC as the Highways Authority for further advice should they be in doubt.	Section 9 of the National Planning Policy Framework Policy 40 of the Horsham District Planning Framework
Travel Plan	Required for all commercial and residential developments that require a Transport Assessment. There must be a strong logical interrelationship between the travel plan measures and targets and the analysis in the Transport Assessment.	Policy 40 of the Horsham District Planning Framework
Water Neutrality Statement	Anyone considering submitting a planning application (with the exception of a householder scheme) should read the Natural England Position Statement in full. Consideration should be given to Water Neutrality ahead of the submission of any new planning application. There is a requirement for a Water Neutrality Statement to support planning applications. It should include how they intend to achieve water neutrality, for example, water efficiency measures and providing offsetting measures to reduce water consumption from existing development. For more guidance, please refer to the statement guidance notes, which are available on our website.	Policy 24 of the Horsham District Planning Framework Natural England Position Statement
Utilities/Services Strategy/Assessment	Required for Major applications proposing developments in excess of 100 dwellings or 10,000sq metres of new floor space. Should include details of the position and alignment of existing and proposed utility services, including gas, electricity, telecommunications, water supply, foul/surface water drainage.	Policy 37 of the Horsham District Planning Framework
Ventilation Extraction Statement	For all applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required	Policy 33, 35 and 37 of the Horsham District Planning Framework

Appendix 1 - Community Infrastructure Levy

What are the relevant application types?

There will be a significant number of applications where an Additional Information Requirement form should be submitted, but where there will be no liability for CIL, **if this is the case it is still necessary to complete a form so that a declaration of this is made and on record.**

This will be the case for almost all changes of use without any additional floor space, for example. It is, however still necessary to complete the form so that a declaration of this is made and on record. The Community Infrastructure Levy Additional Information Form will be required for all applications for development of floor space (including residential extensions, for the creation of a new dwellings (of any size), or for the conversion of a new building no longer in use.)

Which types of new development need to pay CIL?

The charge is levied on new building developments that create net additional floor space, where the gross internal area of the new build will be more than 100 sq.m. The charge is also levied on those developments creating one or more new dwellings, even where the gross internal floor space of the new build is less than 100 sq.m.

Exemptions do apply as set out in the Community Infrastructure Levy Charging Schedule Further Information

If you require any further information, you can visit our [online pages](#) or email us cil@horsham.gov.uk