Crawley Borough Council

Development Management

National & Local List of Validation Requirements

Adopted 14 May 2024

Introduction

A local planning authority may request supporting information with a planning application and its requirements specified on a formally adopted ‘local list’ which has been published on its website less than two years before the date the application is submitted. The need for a local list is set out in national policy. In 2008 an amendment to the Town and Country Planning (General Development Procedure) Order 1995 introduced a mandatory standard national application form and associated information requirements for the validation of planning applications and other applications submitted under the Town and Country Planning Acts.

Regulations require that local lists are only applicable for two years following publication (or re-publication), and the National Planning Policy Framework confirms that local lists should be reviewed at least every two years. have been made,
ges to legislation and the requirements introduced as a consequence of
on statement in respect of ‘water neutrality’. This document outlines both
equirements in terms of the supporting information that applicants must
applications.

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er or validate an application if it is incomplete i.e. if all information listed in
criteria is not provided in a complete form. The Council will, however, use
proportionate approach is made.

Processing the Application

The application process is summarised in Figure 1 below.

Applications will be advertised and consultations undertaken to enable comments to be made on the proposed development. The opportunity to make significant changes to an application after validation is limited.

Minor 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, then the target is 16 weeks.

Significant changes, i.e. revised plans which require re-consultation, may not be accepted, because the re-consultation may not be able to be carried out and a decision made within the statutory time periods above unless an extension of time is agreed.

Applicants however may be able to make changes to the proposals and plans to address issues raised by Officers and Consultees if time permits during the process of consideration. Modified drawings that significantly alter the nature or description of the proposal will not normally be accepted after validation. If such a change is unavoidable, a new application may be required.

Where an application has been validated but needs significant alteration 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 may, however, wish to withdraw the application and submit a new application for a revised scheme before a decision is made. There is normally no fee for the first such resubmission (although the government has recently consulted on removing this provision as part of a wider fee review).

Requirements for all Planning Applications

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- The correct fee
- A location and site plan
- Any other plans, drawings and information necessary to describe the development
- The ownership certificate/agricultural land declaration
- A design and access statement (where necessary)
- Fire statement (where necessary)

In some cases, an Environmental Statement (in accordance with the Environmental Impact Assessment Regulations) will be required but this relates to development likely to have significant effects on the environment. Please check with us if you are unsure.

The Community Infrastructure Levy (CIL) is in force in Crawley, with CIL charges being payable by new development in accordance with the council's CIL Charging Schedule and the CIL Regulations. All applications involving the creation of new dwellings or the creation of more than 99 square metres of new build floor space will need to be considered against CIL requirements, and should therefore be accompanied by a CIL Additional Information Form. For further guidance see http://www.crawley.gov.uk/cil.

General Guidance

Plans and drawings must be drawn to a recognised standard metric scale as detailed in the table below. An example of the plans that may be required are shown in Appendix A.

A scale bar, key dimensions, the direction of North, the original paper size and scale (e.g. 1:50 at A3), a drawing number and description should all be clearly marked on all drawings. The wording "do not scale" is not acceptable. Where several drawings are provided on one page at differing scales the different scales should be clearly marked on the plan.

Dimensioned drawings aid the consultation process and are preferred where extra annotation does not compromise the drawing readability.

When submitted electronically, please ensure plans are orientated correctly. 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 legible and capable of being accessed by the recipient. You should ensure that the document is of high enough quality and resolution, otherwise you will be asked to resubmit it.

ONE hard copy of each document and plan is required unless the application is submitted electronically. However, 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) **ONE** hard copy is required as well as **ONE** electronic copy.

For a large scale development, it may be appropriate to provide a copy of the documents and plans on a CD/USB. No individual file should be greater than 5MB.

Related Documents

Legislation

- The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Government Planning Policy and Guidance

- National Planning Policy Framework (2021)
- National Information Requirements
- Flood Risk and Coastal Change
- Travel plans, transport assessments and statements in decision-taking
- Viability

Development Plan Policies

- Crawley Borough Local Plan 2015-2030

- West Sussex County Council guidance on Archaeological Notification Areas
- West Sussex Lead Local Flood Authority (LLFA) Policy for the Management of Surface Water
- Water. People. Places. A guide for master planning sustainable drainage into developments.

National Requirements

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

Requirement

			Procedure) (England) Order 2015 Planning Portal Paper Form Chooser
Certificate of Ownership	All applications for planning permission.	Applicants must complete a certificate of ownership that provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants). An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to knowingly or recklessly complete a false or misleading certificate. The certificate forms part of the application form. **Certificate A – Sole O**	

tenants are unknown, Notice 2 must be published in a local newspaper

Certificate D – Shared Ownership (None of the other owners/agricultural tenants known) should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants. Notice 2 must be published in a local newspaper.

An ‘owner’ is anyone with a freehold interest and lea10 (a.h)10 (ol)6 (d i]TJTf[a)6 (nt)1 (er)7 (es

	that aren't apparent on plan drawings and when the application would cause changes to floor levels in an existing building, or when a new building is to be built on changing ground levels. Also required with any infill of land or laying of materials for a drive etc.		Management Procedure) (England) Order 2015
Roof Plans (Existing and Proposed)	Required for new buildings and where a development is attached to or changes an existing roof structure or forms a new roof.	To be drawn at a metric scale of 1:50 or 1:100. Alternatively, for less complicated proposals you can include the roof plan on the 1:500 or 1:200 Block Plan.	The Town and.84 0.481

Requirement	When Required	Description	Policy Driver/Further Information
Local Requirement - Biodiversity Net Gain (BNG)	When determining a planning application, BNG will often be a material consideration, and LPAs will want to consider, whether the general biodiversity gain condition (GBGC) is capable of being discharged successfully through the imposition of conditions and agreement of S106 planning obligations to secure significant on-site biodiversity gains and registered offsite gains. Major planning applications submitted on or after 12 February 2024 and Minor planning applications submitted on or after 2 April 2024 must submit the following further information.	- BNG Statement setting out the following: (a) proposed/intended strategy for delivering BNG (b) If significant onsite habitat enhancements are proposed, detailed proposals of these habitat enhancements will need to be included as part of the plans, drawings and supporting information accompanying the application. (c) Proposed off-site enhancements (where required) (d) Habitat condition assessment (e) Post-development biodiversity value - A draft Habitat Management and Monitoring Plan (HMMP) setting out long term maintenance (to be secured by condition/legal agreement). - Draft heads of terms for S106 for off-site gains (where required)	Habitat Management and Monitoring Plan Template - JP055 (naturalengland.org.uk) The biodiversity gain plan: draft template and guidance - Land use: policies and framework (blog.gov.uk)

Local Requirements

The Government’s policy on local information requirements can be found in the National Planning Policy Framework.

Ecological Impact Assessment (EcIA) Report and supporting survey data or, where there would be no significant biodiversity implications, a Preliminary Ecological Appraisal (PEA) Report.	Required for planning applications which may, directly or indirectly, affect the following sites identified in policy ENV2: • Sites of Special Scientific Interest (SSSIs); • Ancient Woodland; • Local Nature Reserves; • Sites of Nature Conservation Importance (SNCIs); • Nature Improvement Areas; • Habitats of Principle Importance (see Table 10 of the Green Infrastructure SPD); • Biodiversity Opportunity Areas; • Sites where protected species or species of principle importance have been recorded are likely to be present (see Table 9 of the Green Infrastructure SPD). Also required for development including the modification, conversion, demolition or removal of buildings and structures (especially roof voids) where	The information provided should: • Accurately identify and record the presence of habitats or biodiversity features and the presence of plants, invertebrates, amphibians, reptiles, birds or mammals (including bats); • Assess the impact of the proposed development on any species or habitats identified and demonstrate that any significant impacts (direct or indirect) can be avoided, adequately mitigated, or, as a last resort, compensated for. • Be informed by the results of a search for ecological data from the Sussex Biodiversity Record Centre (see link to left). Reports must comply with BS42020: 2013 Biodiversity. Code of practice for planning and Development and best practice guidance published by the Chartered Institute of Ecology and Environmental Management (CIEEM). Note: a PEA report is only acceptable if the findings of the

Town Centre Uses' of retail; leisure; offices; and arts/culture/ tourism-

- connections to foul or surface water drains (please contact the Water Authority – usually in Crawley this is Thames Water).

policy requirements. Pl

- Scheduled Ancient Monuments;
- Conservation Areas;
- Locally Listed Buildings;
- Areas of Special Local Character;
- Historic Parks and Gardens;
- Other assets with archaeological interest.

Where a heritage asset with archaeological interest is affected the Heritage Impact Assessment should include or be accompanied by an Archaeological Desk-based assessment.

The WSCC Historic Environment Record (HER) service provide an online ANA mapping facility to assist the applicant in determining potential impact.

consideration has been given to key elements contributing to the character of the area.

- For **Areas of Special Local Character** the Assessment should demonstrate how the proposals have regard to the reasons for the area's designation and its character and appearance.
- For **Listed Buildings** the Assessment must demonstrate how proposals will protect the value of the building, its setting and its key features
- For **Locally Listed Buildings** the Assessment must demonstrate that proposals take account of the building's Historic interest, Architectural interest, Townscape value and Communal value.
- For **Historic Parks and Gardens** the Assessment must demonstrate that the proposals have regard to the designation, character, key features and setting of the area

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containing safeguarded minerals resources (for Crawley these are Weald Clay or Building Stone), with the following exceptions:

- Urban Areas (as shown at Appendix D of WSCC Minerals Safeguarding Guidance;
- Development on sites of less than 3 hectares;
- Development and extensions within the curtilage of existing development;

Noise Impact Assessment	Required to support major applications for residential development and any other applications where noise sensitive uses[6] are likely to be exposed to significant or unacceptable noise impacts. This will include (but not exclusively) the following: • Aviation. Any proposed dwelling within the most recent published 57dB noise contour for a single runway at Gatwick AND a 2nd wide spaced runway scenario. • Railway: Any proposed dwelling within 200m of the London-Brighton main line or within 50m of the Three-Bridges-Horsham branch line. • Roads: Any proposed dwelling near to the M23, A-class and B-class roads, or any heavily used side road (especially when residential facades are	The Noise Impact Assessment will: • Assess the impact of the proposal as a noise receptor or generator as appropriate; and • Demonstrate in full how the development will be designed, located, and controlled to mitigate the impact of noise on health and quality of life, neighbouring properties, and the surrounding area. In preparing a Noise Impact Assessment applicants will adhere to Planning Noise Advice Document: Sussex (2015) and ProPG: Planning and Noise (2017) for further guidance.	Policy ENV11 of the Crawley Borough Local Plan 2015-2030 Planning Noise Advice Document: Sussex (2020) ProPG: Planning and Noise (2017) Acoustics, Ventilation and

developer to enter into a legal obligation to provide certain contributions or facilities, e.g.:

- affordable housing;
- commuted sums towards offsite provision of affordable housing, open space or replacement/additional trees;
- public realm improvements;
- works or contribution to mitigate highways impacts.

		• Store format and trade densities and variation of these between standalone stores, extensions and mezzanine floors; • Proposed product range; • Cumulative impact alongside recent developments.	National Planning Policy Framework Planning Practice Guidance
Safety Audit	For all major planning applications that include any of the following: • alteration to the existing highway; • intensification of use of an existing access; • formation of a new access; • off-site highway improvements; all other applications where the following apply: • proposals do not meet recognised standards (Manual for Streets or Design Manual for Roads and Bridges) particularly relating to visibility, geometry and junction location; • the need for a Safety Audit has been highlighted at the pre-application stage.	A Stage 1 Road Safety Audit, carried out by an accredited auditor (see WSCC Safety Audit Policy); • A signed Designer's Response detailing how the recommendations of the audit have been addressed; • An Exception Report if identified problems would not be addressed through amendments to the scheme.	Policy IN3 of the Crawley Borough Local Plan 2015-2030 WSCC Safety Audit Policy WSCC Highways Information for Developers Manual for Streets and Manual for Streets 2. Design Manual for Roads and Bridges: Road Geometry.
Statement of Community Involvement	Required where the developer has undertaken public consultation regarding the proposals (this	Details of consultation activity including: • Nature, location and timing of consultation activity; • Examples of consultation material;	Planning Practice Guidance

is mandatory for wind turbine development including more than 2 turbines or where the hub height of any turbine exceeds 15 metres).

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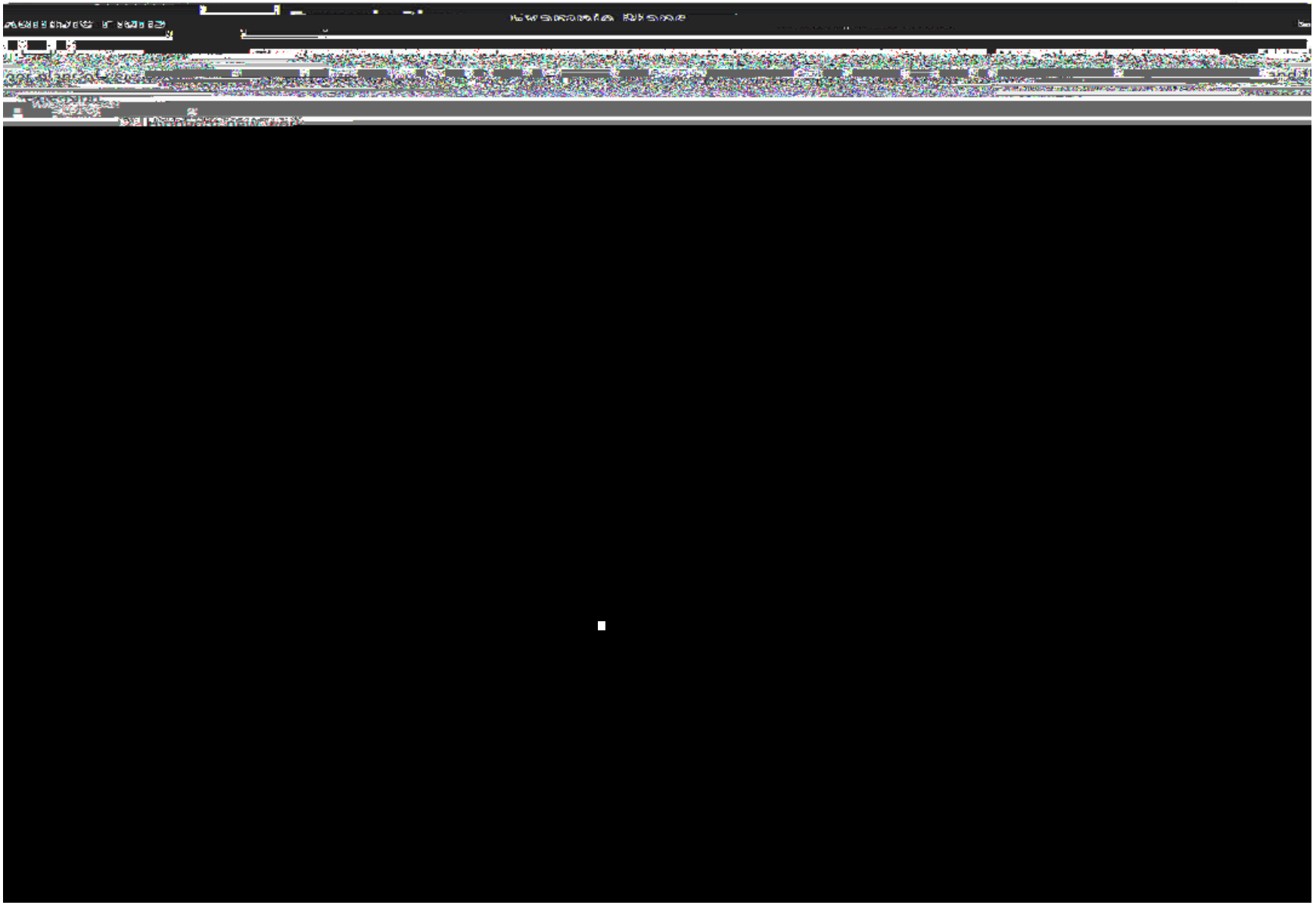
	England regarding developments that impact the Strategic Road Network.	• set out clear future monitoring and management arrangements; • consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.	
Transport Statement	A Transport Statement will be required development with relatively small transport implications. Specifically: •		

	Monitoring Report), with the following exceptions; • Development and extensions within the curtilage of existing development • Minor amendments to existing permissions; • Reserved matters and other post-outline applications unless waste related issues were raised at the outline stage; • The following types of application: - Listed Building Consent; - Advertising Consent; - Prior Notifications; - Certificates of Lawfulness (proposed and existing); - Works to trees.	• Identification of pre-existing conditions such as background noise, light, odours, vibration, dust and other emissions; • The potential for the site to deliver suitable mitigation including the identification of the means by which the development has introduced layout, design and other mitigation measures to mitigate potential effect on and from the safeguarded site; • Confirmation of pre-application consultation/engagement with the waste operator • Where appropriate, a full assessment of issues such as noise and light; • Statement of the overall compatibility of the development with the waste infrastructure.	West Sussex County Council Authority Monitoring Reports
Water Neutrality Statement	A Water Neutrality Statement is required for all applications for development which requires mains water and lies within the Sussex North Water Resource Zone.	A Water Neutrality Statement should cover the following elements: **Introduction** –	

	Householder development (excluding annexes and swimming pools) and other minor developments have been screened out and are excluded from this requirement. For full list of exemptions please see webpage https://crawley.gov.uk/planning/planning-applications/you-apply/water-neutrality-crawley Prior approval applications do not need a water neutrality statement for validation but, if approved, would be subject to a condition requiring a subsequent application under Regulation 77: Conservation of Habitats and Species Regulations. A Regulation 77 application **must** be accompanied by a water neutrality statement.	The evidence must give certainty to the actual mains water consumption for the site. **Proposed water budget** – this will calculate the proposed water demand for the development **Water reduction measures** – where proposed consumption is higher than the baseline, water reduction measures must be considered first though water efficient fixtures and appliances. Once these opportunities are exhausted, opportunities for water re-use through other technologies for example grey/rain water harvesting should be considered. **Detail of offsetting measures (if necessary)** – any additional offsetting to ensure that the development does not result in a net increase in water consumption must be on sites within the Sussex North Water Resource Zone and include details on how these measures will be secured. **Conclusion** – a clear calculation of the water figures and summary of mitigation measures should be presented, along with clear evidence that the mitigation measures are deliverable. The Local Planning Authority will require its reasonable costs to be met by the applicant as most Water Neutrality Statements are sent to an external specialist consultant for detailed assessment.	

Appendix A – Example Plans



4. Land ownership details

The council will require all parties with an interest in the land comprised within the application site to be party to the Planning Obligation.

6. Additional owners

Use the field below to provide details of any additional owners not included in section 4.

7. Name and address of legal representative

If you have appointed or intend to appoint someone to act on your behalf in connection with the Planning Obligation please provide their details below.

Name	
Address	
Postcode	
Tel no.	
Email	

8. Mortgagee

If any part of the property is charged or subject to mortgage and you do not wish to satisfy all contributions upon the completion of the Planning Obligation, your mortgage provider will need to be a signatory to the Planning Obligation. Please note it is likely that the mortgage provider would also charge legal fees for approving and executing the Planning Obligation.

Is there a mortgage on any part of the land? (Please tick as appropriate)

Yes No

If 'yes', do you wish your mortgage provider to be a signatory to the Planning Obligation or do you intend to pay all monies upon completion of the Planning Obligation? Please note that if the Planning Obligation is to include obligations other than financial contributions (e.g. the provision of affordable housing) all mortgagees will need to be a party to the Planning Obligation. Please tick as appropriate.

Mortgage provider to be a signatory to the Planning Obligation

All monies to be paid upon completion of the Planning Obligation

If you wish your mortgage provider to

Sections 1 to 8 completed by (insert full name):

Signed:	
Date:	

10. Planning Obligation (Heads of Terms)

These heads of terms are subject to the completion of formally executed legal documentation and authorisation by the relevant Planning Committee or delegated powers. All planning obligations must comply with Regulations

PROPERTY OBLIGATION DETAILS (WHERE APPLICABLE)	
Obligation details	**Details of land subject to transfer where appropriate (i.e. indicatend-6 -6.6 (bl)4.3 (i)8C a**