

NATIONAL VALIDATION REQUIREMENTS

The following are statutory requirements for documents to be submitted with planning and associated applications.

National Validation requirement	Details required / notes	Policy background
Application form	Completed application form including signed declarations and certificates. Forms can be completed via the Planning Portal.	Town and Country Planning (Development Management Procedure) Order 2015 (DMPO)
Site location plan	Plan at 1:1250 scale to identify the location of the site. The site should be edged in red and any other adjoining land in the applicants ownership or control edged in blue. Access roads should be included other than the public highway. The plan should include a north point.	DMPO

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<p>Any other plans, drawings and information necessary to describe the development which is the subject of the application. Specified requirements are included in the local validation list below. These will not be required in every case but will be requested where they are statutorily required or where they are reasonably required to assess a proposal. It is recommended that requirements are discussed with a planning officer before submitting an application, or by carrying out a pre-application meeting. This can help to ensure all documents are submitted from the start and avoid delays before an application can be validated.</p>	<p>Scaled drawings to enable the application to be understood. Supporting statements will also be required for some applications. Specific types of drawings and assessments that may be required are listed in the local validation list below.</p>	<p>DMPO</p>
<p>Design and Access Statement</p>	<p>A Design and Access Statement should explain the design rationale including how it fits into the immediate site context. It should include photographs/drawings to explain the rationale. It should also explain how it can be accessed by all users. Advice on what a DAS should include can be found on the Planning Portal.</p>	<p>DMPO. Required for:- (i) major development; (ii) where any part of the development is in a conservation area, development consisting of— - the provision of one or more dwellinghouses; or -the provision of a building or buildings where the floor space created by the development is 100 square metres or more.</p>
<p>Environmental Impact Assessment / Scoping Opinion</p>	<p>A scoping opinion is required for EIA needed under Schedule 1 of the Regs or where a screening opinion has identified a need for an EIA for Schedule 2</p>	<p>DMPO Town and Country Planning (Environmental Impact Assessment) Regs 2017</p>

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	<p>development. This should be in the form identified in Article 15 of the Regs.</p> <p>The Environmental Impact Assessment or Statement will include detailed assessment of the matters identified in the scoping opinion.</p>	
Fire statement	<p>Required for new buildings, conversion inc. prior approval applications, or outline applications, for two or more dwellings or educational accommodation and meet the height condition: 18m or more in height, or 7 or more storeys</p>	DMPO

LOCAL VALIDATION REQUIREMENTS (Adopted 17th January, 2023)
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Local Validation Requirement	Details required / notes	Types of application	Policy background
Drawings Example of information required on submitted drawings:- The scale of the drawing, the original paper size, key dimensions and a scale bar indicating a minimum of 0-10 metres.			
Existing and proposed site / block plan	Drawn at 1:100 or 1:200 scale. All plans should accurately show: a) The direction of North. b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions c) New buildings should be shown in the context of adjacent buildings d) Specific details of the site and proposal eg. parking layout, buildings to be demolished/retained, existing trees/hedges, surface materials.	All applications involving new buildings and /or site layout changes. If none, an existing layout plan should be sufficient.	Local plan policies 14, 21, 22 & 23.

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Existing and proposed elevation drawings	<p>These should be drawn to a scale of 1:50 or 1:100 and show the proposed works in relation to what is already there, including any adjoining properties;</p> <p>All side views of the proposal, including building materials and the style, materials and finish of windows and doors. Blank elevations must also be included.</p>	<p>All full applications for new buildings or where changes to elevations are proposed (eg. insertion of new windows)</p>	<p>Local plan policies 14, 21, 22 & 23</p>
Existing and proposed floor plans	<p>These should be drawn to a scale of 1:50 or 1:100 and should accurately plot the internal layout. Where existing buildings or walls are to be demolished these should be clearly shown.</p>	<p>All applications for new buildings, extensions and changes of use.</p>	<p>Local plan policies 14, 21, 22 & 23.</p>
Existing and proposed site sections, finished floor and site levels	<p>These should be drawn at a scale of 1:100 or 1:200 and should show a cross section(s) through proposed buildings/site. Where a change in ground levels is proposed, drawings should show both existing and finished levels (related to a fixed datum point) of the land and buildings including neighbouring land/buildings.</p>	<p>Applications proposing changes in site levels, or where there are existing variations in land level relative to adjacent land.</p>	<p>Local plan policies 14, 21, 22 & 23.</p>

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Street view elevations	Drawn at a scale of 1:100 or 1:200 to show the location and height of proposed buildings relative to adjoining buildings within the street scene. The drawings should be annotated with the height from ground level of the eaves and maximum heights of both existing and proposed buildings	Applications for new infill development or within conservation areas or adjacent to listed buildings, including major development outside of conservation areas.	. Local plan policies 14, 21, 22 & 23.
Drawings to show car parking layouts, including a swept path analysis with access and egress movements and turning/ servicing within the site. To also show motorcycle and car parking.	Scaled plans at 1:100 or 1:200 to show proposed parking layouts, including dimensions of spaces. Additional tracking details should show that all spaces are accessible and that vehicles can manoeuvre both inside the site and existing/accessing it. The Council's Highway Design Code provides advice on parking space dimensions, swept path analysis, refuse vehicle requirements, emergency service vehicle requirements etc.	Applications including new parking or vehicle access arrangements. Swept path analyses will be required for new housing developments, plus others as advised.	Local plan policies 14, 21, 22 & 26.
Roof plan	Drawn at a scale of 1:100 or 1:200 to show roof planes and ridges.	New buildings and extensions (not required for flat roofs)	Local plan policies 14, 21, 22 & 23.
Drawings at a scale of not less than 1:20 showing the sections, plans and elevations of windows, including any features and position in the reveal	Drawings to enable the profile and thickness of window frames to be established, plus opening style and materials. Sections should be provided to show how the windows sit in the reveal,	All applications including new or replacement windows	Local plan policies 14, 15, 21, 22 & 23.

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	and elevations to show external appearance.		
Site Waste Management / Refuse storage Plan	Location and design of refuse storage areas. Where possible these should be at the rear of a property, accessible from the front, with sufficient access for the type of bins required.	All applications for new development or change of use	Local plan policies 14, 21, 22 & 23.
Assessment / Statements / Reports			
General			
Planning Statement	This should concentrate on policies and matters which are critical to assessment of the application and explain how policy compliance is achieved.	Normally only required on complex full or outline applications, or if an exception to planning policy requires explanation.	DMPO
Section 106 / Unilateral Undertaking heads of terms	Provision of new public open space or improvements, and trees, are required for all new residential developments, including change of use to flats. This is secured by a Unilateral Undertaking. A template can be provided by the planning department. Affordable housing will also be required to be included (see policy 5 of the Local Plan and SPD 15).	All applications for new residential development. Others will be advised by the Planning service.	Local plan policies 5 and 42. NPPF

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Affordable housing statement	See SPD 15 Appendix 1 for requirements.	New residential development as follows: In Housing Market Zone 1,2,3 and 4 (15 or more dwellings); In Housing Market Zone 5 (11 or more dwellings).	Local plan policy 21
Viability assessment	The Viability Assessment should be carried out by a suitably qualified person. The scope and methodology of the Viability Assessment should be agreed with the Council, as well as producing the finalised document prior to the submission of the planning application. The Council may seek costs for independent verification.	New residential development where arguments for a reduced level of provision are proposed. Also where harm to heritage assets is predicted and justification on viability grounds is sought.	Local plan policy 21 (provision of adaptable dwellings) and affordable housing requirements
Photographs / 3D images	These may form part of the Design and Access Statement or the Heritage Statement or within a townscape visual impact assessment.	As agreed with the Planning Service to show how large developments can be satisfactorily integrated with their surroundings.	DMPO

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Sequential test and impact assessment (Retail / leisure / office uses)	See the NPPG, and NPPF for further guidance on both the Sequential Test and Impact Assessments.	Town centre uses, (notably retail, leisure and offices) located outside of the city centre or a designated centre usually require a Sequential Test. An Impact Assessment is additionally required for such proposals exceeding:- Retail - 900sqm Offices - 1,000sqm Leisure - 2,500sqm	Local Plan policy 9 NPPF
Open space/landscaping/biodiversity/trees			
Open space assessment	Local Plan policy 42 and NPPF para. 99 outline what an assessment should show. However, it is recommended that the content and approach are discussed with Planning Services at the pre-application stage.	For development on or involving the loss of open space, sports and recreational buildings and land.	Local Plan policy 42 NPPF

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Biodiversity / ecological impact assessment	The level of detail required will vary considerably depending on circumstances, for example if protected species or habitats are identified. The assessment should include an evaluation of the sites biodiversity value together with mitigation to replace it with a nett gain. All assessments should be undertaken by a suitably qualified ecologist. Surveys shall be up to date and for certain species (e.g. bats) they may only be possible during certain periods of the year.	All new build development other than householder and minor extensions, and works to buildings likely to be used by bats.	Local plan policy 44, Conservation of Habitat Regulations 2017 (as amended), Wildlife and Countryside Act 1981 (as amended), Natural Environment and Rural Communities Act (2006), paragraphs 98 and 99 of the ODPM Circular 06/2005: Biodiversity and Geological Conservation and paragraph 174 of the NPPF
Tree survey / arboricultural implications assessment	Information will be required on which trees are to be removed and those to be retained and the means of protecting them during construction, including an assessment of their health. It also applies to applications to fell or lop protected trees The assessment of impact on trees should be prepared by a suitably qualified arboriculturist. Where possible branches or parts of trees to be removed should be highlighted.	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 to be removed and those to be retained and the means of protecting them during construction. It also applies to applications to fell or lop protected trees	Local plan policy 45 DMPO

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Landscape strategy plan / assessment	Plan(s) showing the extent of existing and proposed planting areas, and the type of planting within them; locations of new trees; areas and type of hard surfacing; location and nature of boundary treatments; and earthworks / ground level changes. Management and maintenance plans may also be required. Where applicable, the landscape statement may form part of the DAS	Most major applications	Local plan policies 14, 21 and 23
Landscape plans	As above	Applications providing new planting or landscape proposals	Local plan policies 14, 21 and 23
Sports pitch statement		All applications involving loss of or building on sports pitches	Local plan policy 42
Conservation / Archaeology / Townscape			
Heritage statement	A Heritage Statement should contain: - A description of those elements which contribute to the significance of any heritage assets likely to be affected by the proposals (<i>As a minimum the relevant HER record should be accessed</i>). - An assessment of the contribution which the setting makes to that significance. - An assessment of the likely impact which the proposals will have upon those elements which contribute to the significance of	Applications which are likely to affect a designated heritage asset (e.g. a Listed Building (inc. buildings on the Local Heritage List), a Conservation Area, a Registered Historic Park/Garden or a Scheduled Monument) or which might impact upon the setting of one of these	Local Plan policies 14 and 15 NPPF

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	<p>those assets. - Photographs to illustrate the case. For applications for Listed Building Consent, a written statement that includes a schedule of works to the Listed Building(s), an analysis of the significance of archaeology, history and character of the building/ structure, the principles of and justification for the proposed works and their impact on the special character of the Listed Building or structure, its setting and the setting of adjacent Listed Buildings may be required. For applications within or adjacent to Conservation Areas reference should be made to the relevant Character Appraisal found on the Council website. The demolition of a heritage asset requires a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure and justification for the proposed demolition and its impact on the special character of the area</p>	<p>assets. On occasions, it may also be required in respect to a nondesignated heritage asset as advised by the Planning Service. The Heritage Statement may be combined with the DAS where appropriate.</p>	

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Archaeological assessment	A desk-based assessment of the impact which the proposals might have upon remains may often suffice and this may form part of the Heritage Statement. In certain circumstances, where a deskbased assessment is insufficient to properly assess the likely impact, a field evaluation may be required.	Where an application site either includes or is likely to include archaeological remains which may be affected, or falls within an area of	Local Plan policy 16 NPPF
Visual amenity / townscape assessment	Identification of visual impact including townscape and heritage assets. It is advised that the scope is agreed through pre-application discussions.	Applications including buildings over 30m in height, or bordering open countryside.	Local plan policy 15 DMPO
Structural survey	Where applicable, the survey should assist in the assessment of the potential impact of the proposal on their significance as Heritage Assets. Where the proposed works might affect the stability of a building, then a method statement may also be required to show how loss of historic fabric would be minimised.	If the proposal involves substantial demolition or where it is important to maintain the structural integrity of a building, for example, development which involves removal or affects the stability of buildings/structures identified as Heritage Assets.	Local plan policy 15 NPPF
Marketing statement	Statement to evidence marketing carried out to seek alternative uses or re-use of listed buildings or buildings in conservation areas. This will be required to help assess demolition proposals.	To support proposals to demolish heritage buildings, buildings listed as an Asset of Community Value, or public houses	NPPF

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Drainage/Flooding/Ground Conditions/Utilities			
Flood risk assessment	A detailed assessment of flood requirements including mitigation	Refer to Hull SFRA	Local plan policy 40 NPPF Hull SFRA
Drainage Impact Assessment	A detailed assessment of surface water drainage implications including mitigation. Mitigation measures should include sustainable drainage options including how SUDs can incorporate ecological enhancements. Maintenance arrangements should be included.	Refer to Hull SFRA	Local plan policy 39 NPPF Hull SFRA
Drainage plans	This should plot the position of existing and proposed drainage infrastructure, including proposed connections.	Applications for new buildings and other development requiring new surface or foul water drainage.	Local plan policy 38 Hull SFRA
Foul sewerage assessment	This shall include details of the method of storage, treatment and disposal. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory	Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer.	. Local plan policy 38

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Telecommunications statement	To include area of search and reasons why other sites have been discounted, consultation undertaken, and details of the mast/equipment. A signed declaration that the proposal will comply with health guidelines of the International Commission on Non-Ionizing Radiation Protection should also be included.	Planning applications and prior approval applications for telecoms masts and equipment.	Local plan policy 24.
Land contamination assessment	The assessment should examine the likelihood of the presence of land contamination, its nature and potential risk to the proposed development, and what further measures are required to ensure the site is suitable for the proposed use.	Where contamination is known or suspected (e.g. industrial sites etc.) and/or the proposed use would be particularly vulnerable (e.g. housing, schools, nurseries or allotments) or there are sensitive receptors, such as watercourses or aquifers, which might be affected.	Local Plan policy 48
Hydrogeological risk assessment	An assessment of risk to groundwater and public water supply taking account of proposed mitigation. Further guidance can be found in Environment Agency guidance Protect Groundwater and Prevent Groundwater Pollution (2017	Development within groundwater Source Protection Zones	Local Plan policy 41
Transport			

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Transport assessment / transport statement/ travel plan	Refer to Appendix B of the Local Plan	All applications above specified thresholds (refer to table in Appendix B of the Local Plan)	Local plan policy 27
Environmental/Sustainability/Socio-economic			
Noise Impact Assessment	Assessments should be prepared by an independent acoustician in accordance with industry standards, and include mitigation proposals where required.	Proposals likely to cause noise disturbance to occupiers of nearby buildings. Developments close to main roads or rail lines. Noise sensitive developments close to existing noise sources (eg. residential next to industry or bars)	Local plan policy 49
Air Quality Assessment	The scope should be agreed before an application is submitted and include (i) the site and proposal and area in which the impacts will be assessed; (ii) existing air quality; impact on air quality individually and cumulatively with any current permissions or development under construction; and (iv) identify mitigation measures.	Residential development within the Air Quality Monitoring Area (AQMA) – see local plan map 13.1. Development within 200m of the Humber Estuary Special Area of Conservation (SAC).	Local plan policy 47

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Ventilation / extraction assessment	Details of the location and appearance of ventilation equipment plus fume and noise abatement specifications.	Proposals for restaurants/cafes, bars and hot food take aways. Commercial development where close to residential properties.	Local plan policies 14, 49 and 47.
Lighting impact assessment	Lighting impact assessment	Where light could be a source of annoyance to people or wildlife. To be advised on a case by case basis.	Local plan policy 50
Daylight / sunlight assessment	An assessment of daylight, sunlight and shadowing to adjoining properties and proposed building at different times of the day/year. Important to consider overheating of south-facing single aspect rooms.	New residential development and when daylight / sunlight issues are important and cannot be appraised via standard plans, to be advised on a case by case basis.	Local plan policy 14, 21, 22, 23. SPD 7
Energy / sustainability statement	Statement to explain energy efficiency and carbon reduction measures.	Normally required for major development. Others advised on a case by case basis.	Local plan policy 17

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Micro-climate assessment	<p>Tall buildings have the potential to create adverse wind effects, resulting in a detrimental impact on pedestrian comfort and in extreme cases safety issues. Wind assessments help to understand the effects a building will have on the local wind environment and can suggest ways to mitigate any adverse impacts.</p> <p>The wind study should include an analysis of pedestrian wind comfort for the existing site; the proposed development with existing surrounding buildings; and the proposed development with any approved new developments. Relevant sensitive points around the site should be analysed, including but not limited to building entrances, walkways, amenity areas, bus stops, cycle paths and road crossings.</p>	Buildings over 30m in height	Local plan policy 14
Building for Healthy Life statement	Housing development should be designed according to Building for Healthy Life principles and the statement should demonstrate how this is achieved.	New housing development	Local Plan policy 21 SPD 7

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Health Impact Assessment	Refer to SPD14 Healthy Places Healthy People The HIA should demonstrate how it will optimise health benefits and minimise adverse health impacts. Advice can be found in the following document: “Health Impact Assessment in spatial Planning. A guide for local authority public health and planning teams (October 2020)”.	May be required for major developments.	Various local plan policies
Socio-economic impact assessment	This may include details of any new jobs that might be created (or supported), any community benefits and reference to regeneration strategies that might lie behind or be supported by the proposal. It may form part of a Planning Statement or an Environmental Impact Assessment, where one is required.	On larger scale commercial applications and/or where demonstrating the socioeconomic impact forms a vital part of the case in support of a proposal.	Local plan policy 1 NPPF
ADOPTED: 17 th JANUARY 2023			