

Dumfries and Galloway Council - Validation Checklist

The following checklist provides details on the information we require to validate an application

Full details of validation requirements can be found in the HoPS guidance notes on validation.

[HOPS Validation and Determination Guidance for Planning Applications.pdf \(dumgal.gov.uk\)](#)

	Application Type						
	Full Planning Permission	Listed Building Consent	Conservation Area Consent	Advertisement Consent	Prior Notification	Certificate of Lawfulness	Renewal of Consents*
Application Form. This should include a description of the proposal, address of the site, name and address of applicant and agent. Applicant details must be provided and should not be described as 'c/o agents.	✓	✓	✓	✓	✓	✓	
Land Ownership Certificates	✓	✓	✓				✓
Application Fee. We do not accept cash or cheques.	✓			✓	✓	✓	✓
Location Plan. This should be at a scale of 1:1250 or 1:2500. The application site must be outlined in RED and must be capable of identifying the application site in relation to neighbouring land and should include at least two named roads. Any other land owned or in the control of the applicant should be outlined in BLUE. A north point should be shown, and it must have the correct OS licence.	✓	✓	✓	✓	✓	✓	
Block Plan. This should be at a scale of 1:500 or 1:200 and demonstrate the layout of the site, showing a north point, and if applicable, proposed buildings, hard surfaces, boundary treatments, car parking, access, open spaces, trees and planting areas.	✓	✓	✓	✓	✓	✓	
Existing/Proposed Floor Plans. Showing the proposal in detail; existing buildings or walls to be demolished; details of existing buildings as well as those for the proposed development. Written dimensions should be clearly shown on the plans.	✓	✓	✓		✓	✓	
Existing and Proposed Elevations. All elevations should be included including finishing details. Written dimensions should be clearly shown on the plans.	✓	✓	✓	✓	✓	✓	
Existing and proposed sections and finished floor levels through the proposed building(s) and site showing; any change in ground levels. Any change in level should include finished floor details in relation to a fixed datum point.	✓			✓	✓		
Roof Plan. If any change is proposed to the roof a plan should be included showing the shape of the roof, including details of the roofing materials, vents and their location.	✓	✓			✓		
Details of any other structures or features (if applicable)	✓	✓					
Coal Mining Risk Assessment (Applies to non-householder development within the coal mining Development High Risk Area)	✓						
Major and National applications - must be accompanied by a Pre-Application Consultation Report.							
Sustainable Drainage Information (SuDS) - for any new physical development.							
Telecom applications - to include a ICNIRP declaration.	✓						
Flooding Information - Required in potential areas of flood risk identified on the SEPA flood risk maps. https://map.sepa.org.uk/floodmap/map.htm . Flood Risk Management Maps (sepa.org.uk)							
Additional Details required for proposals affecting Listed Buildings or within a Conservation Areas technical-details-for-windows-and-doors-ldp2-nov-2019.pdf (dumgal.gov.uk)							
Window and Door details at a scale 1:20, including 1:1 astragals detail (if applicable)	✓	✓					
Manufacturers specifications of any proposed rooflights/solar panels/flues, etc	✓	✓					
A structural engineers statement if the proposal includes the demolition of all or significant parts of the building.		✓	✓				
A Design Statement unless the application relates to: Alteration/extension to a building, erection of domestic outbuilding, change of use only, variation of condition(s), an engineering or mineral operation, or Planning Permission in Principle (which will require supporting information).	✓						
An Access statement containing a written statement relating to access to the building for disabled people where the application will alter the means of access.		✓					
Notes on Certificates of Lawfulness							
Additional key items that must be included in the form or attached are: - The exact nature of the development or use; Date that the use commenced or date operations were completed; The Use Class applied for; Reasons why the applicant regards the use/operation as lawful; Any other information that is relevant to support the development or use. This could be in the form of evidence or full detailed drawings.							

*Renewal of Consents only applies where the time period for an unimplemented planning permission (normally 3 years) has not expired.

DOCUMENTATION THAT MAY ALSO BE REQUIRED

Depending on the scale and nature of your proposals, there may be a requirement to submit additional information in support of your application in order the full potential impacts of your proposal to be assessed and therefore allow the application to progress in a timely manner.

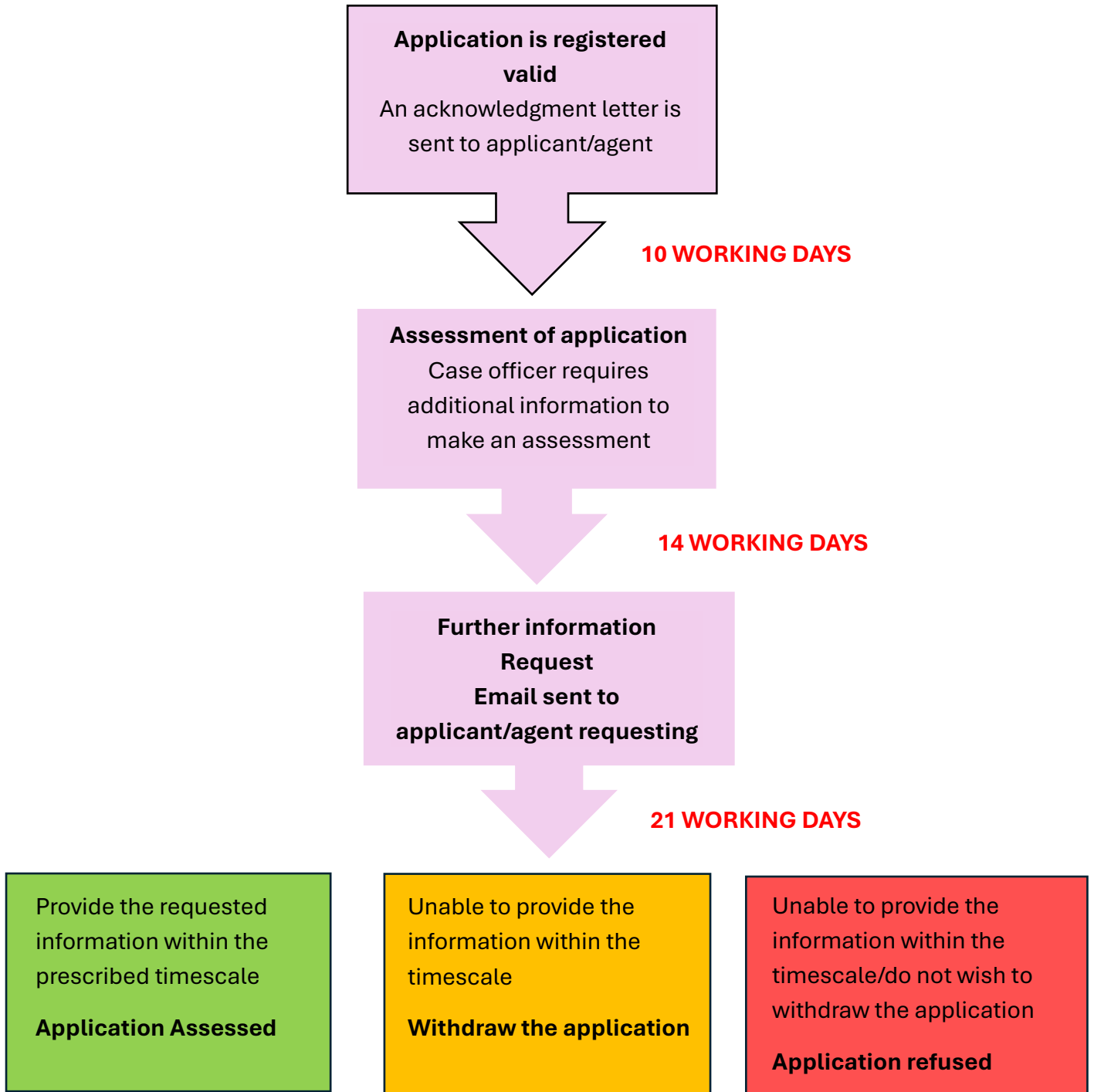
If it is identified that you will be required to submit one or more of the following documents during the assessment of your application we will, under current legislation, serve a notice requesting such additional information as is felt necessary with a timetable for the information to be provided. Information will usually be requested within 21 days of the notice.

Failure to submit the requested information will result in your application being refused.

You also have the option to withdraw your application in order to enable you to obtain the information required. First applications withdrawn can be resubmitted within one year from the date of submission without attracting a further fee. Applications which are refused can be submitted within one year of the date of refusal of the application without attracting a fee.

If the required information is not submitted within the timescale no further reminder will be provided by the case officer, and the application will be refused.

The Council operate a pre-application service which can identify the requirement for information prior to an application being made available on [Get pre-application planning advice | Dumfries and Galloway Council](#)



Please note that the lists below are not exhaustive, however these will assist in ensuring your application is dealt with as swiftly as possible.

What other information may be asked for:

Document	Types of Application where it would be required
Design Statement —A written statement about the design principles and concepts that have been applied to the development.	It is good practice for all applications to be accompanied by such a statement. These are likely to be requested where the application affects a listed building or is within a Conservation Area.
Design and Access Statement —A document containing both a design statement and an additional written statement about how issues relating to access to the development for disabled people have been dealt with.	Under Regulation 13 of the Development Management Procedures 2013, Design and Access Statements will be required for the following: - Applications for planning permission for national and major developments - Applications for planning permission for local development within: (a) a World Heritage Site; (b) a conservation area; (c) a historic garden or designed landscape; (d) a National Scenic Area; (e) the site of a scheduled monument; or (f) the curtilage of a category A listed building, will require a design statement unless the development comprises the alteration or extension of an existing building.
Environmental Impact Assessment Report —An assessment of the likely significant environmental effects arising from a proposed development. What other documentation may be required depending on the scale and nature of your proposals? You should make an application for Environmental Impact Assessment Screening to rule your development in or out and define the information which will need to be included	All developments falling within a description of Schedule 1 development to the 2017 EIA Regulations require an EIA Developments listed in Schedule 2 of the 2017 EIA Regulations may require an EIA and should be subject to screening
Noise Impact Assessment — A report which identifies the potential noise impact of the proposed development on its surroundings and any measures proposed to mitigate any potential negative impact. This type of report can also be required in order to show how existing sources of noise may	For example, housing next to an industrial site or vice versa; apartments above a shop; development in close proximity to the A74(M)

<p>impact on the proposed development and what mitigation measures may be required.</p>	
<p>Air Quality Assessment — A report required when the proposed development is in an area of poor air quality and/or will have a significant impact on air quality of the surrounding area (either directly or indirectly). It should also detail proposed mitigation measures.</p>	<p>For example chicken sheds or other types of agricultural development particularly next to SSSIs or equivalent or larger housing schemes.</p>
<p>Contaminated Land Assessment — A detailed site specific report covering the type and extent of any contamination and what measures are required and will be completed in order to ensure the site is fit for its intended use.</p>	<p>Any site which has been used for a past industrial use proposed for housing</p>
<p>Private Water Supply Assessment — A detailed site specific report relating to the quantity and quality of any proposed private water supply which should also detail the type of system to be used.</p>	<p>Any development not utilising a public water supply</p>
<p>Transport Assessment — A report detailing existing traffic patterns which may be affected by the proposed development, how they may be affected and what measures would be taken to mitigate congestion, late night commercial movements within residential areas and road safety concerns.</p>	<p>Likely to affect development which meets or exceeds the following criteria:</p> <ul style="list-style-type: none"> - Residential development of 100 units or more; - 100 or more vehicle movements per day; - Where the development may cause significant transport implications. <p>Further information can be provided at https://www.transport.gov.scot/media/4589/planning_reform_-_dpmtag_ref_17_-_transport_assessment_guidance_final_-_june_2012.pdf</p>
<p>Swept Path Study/Analysis — A report demonstrating that any proposed access road/route is capable of accommodating the vehicle sizes and loads which will be used both during construction and after completion of the proposals.</p>	<p>Any development where larger vehicles such as HGVs or refuse vehicles will have to negotiate</p>
<p>Landscape and Visual Assessment — A report showing the anticipated</p>	<p>For example in areas of landscape importance and scenic value.</p>

landscape and visual effects of the proposed development.	
Landscaping Plan — A plan produced to a recognisable scale which details the proposed landscaping of the development site. The plan should clearly show the number and species of all plant and tree types proposed along with grassed areas, hard surfacing and other relevant features.	These should accompany all applications where landscaping will assist in the visual mitigation of the development.
Flood Risk Assessment — A report to identify the potential risk of flooding should the proposed development be completed. The report will give details of both the risk to the site itself and the impact of the proposed development on surrounding watercourses.	These will be required in any area which is a Flood Zone or areas at risk of flooding.
Drainage Impact Assessment — A detailed site specific report on the potential impact of any private drainage proposals (both waste and surface water) on existing site drainage.	For example housing developments of more than 5 units, industrial buildings which may have an impact on surface water drainage
Retail Impact Assessment — A report which details the potential impact of the proposed development on the trade of existing premises within the surrounding area.	For retail extensions or new retail uses over 500sqm.
Business Operating Statement — A summary of the revenues and expenses for the site.	Particularly to support applications for dwellings on rural enterprises or new tourism facilities
Development Viability Statement — A verified report setting out the financial viability of the proposed development. This will include itemised development costs and allowances given to meet developer contribution requirements.	This will be required in all circumstances where the developer considers the requirements of developer contributions can not be met.
Habitat Survey — A report detailing any significant wildlife habitats or	This should be carried out when developing sites considered to have habitat potential. These can be both undeveloped Green

species within the locality of the proposed development which may be affected by it, including details of any proposed measures to mitigate any negative impact.	Field sites and previously developed land which has been undeveloped for over a year.
Ecological Appraisal — A report evaluating the importance of any ecological features present within the specified site.	All development affect traditional buildings and buildings with a solid roof where bird and bat species may use the roof space (where the roof space is affected), development which removes over 20 linear metres of hedgerow, development removing trees which may form bat habitat
Bat Survey – These will be required for any building proposed for demolition or alteration which would affect the roof.	Should emergence surveys be required following an initial survey these will be required prior to any determination of a planning application.
Archaeological Survey — A report detailing any areas of archaeological interest within the locality of or within the site itself. The report should include details of any measures proposed to safeguard such sites from being negatively impacted by the proposals.	On sites which are identified in the HER this will be required. There is the potential for additional requirements to be determined through the planning process
Topographical Survey — A survey showing both existing and proposed site levels.	These will be required where any changes in land levels are likely to have a material impact on the development or surrounding properties
Tree Survey – A plan showing the positions of the trees, health and age and root protection areas will be required.	These will be required on any site which has existing trees on or immediately adjacent to the site which could be affected by the proposal
Heritage Statement – These should consider the special qualities of the building/structure and how these would be affected by the proposal. Details of how the application accords with Policy 7 of NPF4	Required where any application site includes, is within or adjacent to a: <ul style="list-style-type: none"> • Listed Building; • Conservation Area; • Scheduled Ancient Monument; • UNESCO World Heritage Site.
Rural Worker/Agricultural Assessment	Required for a rural workers dwelling or new farmstead
Marketing Statement -	Required for enabling developments, redevelopment of employment sites, the loss of a community facility, the loss of ground-floor commercial premises within town centres and the

removal of occupancy conditions. These should cover a minimum of a 12 month period
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