



Validation Guide – What do I need?

Guidance to support your planning application

Our Validation Guide sets out what information you are likely to need for the type of application you are proposing.

Every application requires an application form. The vast majority of application types can be submitted electronically via the Planning Portal. The Planning Portal was established by UK government in 2002 to allow planning applications in England and Wales to be processed electronically. It is not administered by SSDC.

Please visit www.planningportal.co.uk/applications for more information on applications.

Assistance in calculating fees for planning applications can also be found on the [Planning Portal](#) website.

Design and Access Statement

A design and access statement is a short report accompanying and supporting a planning application. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. More information can be found online at the [Planning Portal](#) website.

Plans/Drawings

Location Plan (what's a location plan? - see example below)

A site location plan shows the proposal in its surrounding context and must:

- A. Be as up-to-date as possible
- B. Be at an identified measurable scale of 1:1250, 1:2500 and include a scale bar
- C. Be clearly marked with the direction of North
- D. Show the full site, all site boundaries, adjoining properties (be numbered or named) and identify sufficient roads and/or buildings to enable identification of the land to which the application relates
- E. Show the application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, outlined in red
- F. Show any other land within the applicant's ownership or control that is close to or adjacent to the site outlined in blue
- G. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- H. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- I. Indicate original paper size (A4, A3 etc.) on drawings for printing
- J. Be uploaded/printed in colour

More information relating to location plans can be seen on the [Planning Portal](#) website. Location plans can also be [purchased](#).

Block / Site Plan (existing and proposed) (what's a block/site plan? - see example below)

A block / site plan shows the development in more detail and must:

- A. Be as up-to-date as possible
- B. Be at an identified measurable scale of 1:500, 1:200, 1:100 and include a scale bar
- C. Be clearly marked with the direction of North
- D. Clearly show the proposed development
- E. Include all site boundaries, existing buildings, roads, tracks, footpaths, public rights of way, walls, banks and historic features, ponds, watercourses and proposed boundary treatments/walls/fencing (including measures for removal and/or retention):
 - i. On the site
 - ii. On land adjoining the site
- F. Clearly show any buildings to be demolished
- G. Include existing and proposed parking provision, access arrangements and the extent and type of any hard surfacing
- H. Clearly show the position of all trees and all hedges and those that could influence or be affected by the development; with proposals for removal and/or retention clearly indicated (including boundary hedges)
 - i. On the site
 - ii. On land adjoining the site
- I. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council.
- J. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- K. Indicate original paper size (A4, A3 etc.) on drawings for printing
- L. Be uploaded/printed in colour

More information relating to block/site plans can be seen on the [Planning Portal](#) website.

Block/site plans can also be [purchased](#).

Elevation Drawings (existing and proposed) (what's a elevation drawing? - see example below)

An elevation is a view of a building seen from one side, a flat representation of one façade and must:

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar. Larger scale drawings may be required for Listed Buildings
- B. Show all elevations in full unless otherwise agreed
- C. Show proposed building materials, style and finish of the building and windows and doors
- D. Show any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling) and a street scene where appropriate.
- E. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- F. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- G. Indicate original paper size (A4, A3 etc.) on drawings for printing
- H. Be uploaded/printed in colour where needed
- I. Include the particulars specified or referred to in the application form e.g. material etc.

Floor Plans (existing and proposed) (what's a floor plan? - see example below)

A floor plan is a view from above showing the layout of rooms, key dimensions and levels, and may also use symbols to show materials and locations of fittings and appliances and must:

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- B. Explain the proposal and usage in detail
- C. Show the entire floor area for any existing building as well as the proposed development
- D. Show new buildings in context with adjacent buildings
- E. Show any buildings or walls to be demolished
- F. Show roof plan, if not shown on the site plan and is relevant to the proposal
- G. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- H. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
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Roof Plans (existing and proposed) (what's a roof plan? - see example below)

A roof plan is used to show the shape of the roof. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets. Details such as the roofing material and their location are typically specified on the roof plan.

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- B. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- C. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
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Section Plans / Levels (existing and proposed) (what's a section/levels plan? - see example below)

A section plan shows a view of a structure as though it had been sliced in half vertically, this can be useful as it gives a view through the spaces and surrounding structures that can reveal the relationships between the different levels and parts of the buildings that might not be apparent on other plans. Required for detached buildings, showing finished floor levels above a fixed datum point e.g. a manhole cover and extensions within flood zones 2 and 3. Required for excavation works incl. garden terracing or where retaining walls are needed.

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- B. Show a cross section(s) through the proposed building(s) or structure
- C. Provide details of existing and proposed levels with reference to an off-site fixed datum point and include any retaining walls existing or proposed where there is a change in ground levels or building/floor levels across the site, or between a site and neighbouring land and show the proposals in relation to adjoining buildings
- D. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- E. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- F. Indicate original paper size (A4, A3 etc.) on drawings for printing
- G. Be uploaded/printed in colour where needed

For information: copyrighted plans cannot be accepted unless with accompanying authorisation.

Ecology Assessments

For detailed information on the Ecology Assessment requirements of a planning application, please visit the Ecology section of the South Somerset District Council website.

Flood Risk Assessments

The development you propose may fall within an area identified as having flooding potential or may be of a scale and nature that requires flood risk to be considered.

Find out [here](#) when you need to do a flood risk assessment as part of your planning application, how to complete one and how it's processed.

The Environment Agency has also issued South Somerset DC specific Standing Advice to help local planning authorities (LPAs) establish the level of flood risk involved with planning applications. It also helps LPAs to deal with low risk applications without the need to consult the Environment Agency (EA) directly.

Standing Advice is a tool to help local planning authorities (LPAs) establish the level of flood risk involved with planning applications. It also helps LPAs to deal with low risk applications without the need to consult the Environment Agency (EA) directly.

Local Flood Risk Standing Advice (FRSA) has been developed for this Authority to further refine the EA national standing advice for flood risk matters. This Local FRSA should be used instead of the national FRSA. This Local FRSA provides more locally specific standard comments for particular types of development. This will enable the LPA to deal with lower risk applications without directly consulting the EA.

Who can help me?

- [Environment Agency](#)
- [Parrett Internal Drainage Board](#)
- [Somerset Drainage Board](#)
- [Lead Local Flood Authority](#)

Heritage Statement

A heritage statement is a written (and illustrated as necessary) statement which examines the special character of the heritage asset, its features, fixtures and fittings, its setting and the setting of adjacent assets and the impact proposals may have on these. It is an explanation of the impact that the alteration proposed will have on the historic interest, it is not an explanation as to why the alterations are proposed although it may explain why the works are desirable.

The nature of the proposals and the sensitivity of the building will dictate the level of detail that will be required for a heritage statement.

As a guide a Heritage Statement will need to answer such questions as -

- What are your proposals?
- What is the historic interest and significance to the heritage asset of the elements that would be affected by the proposals?
- What is the age, condition and quality of the elements that would be affected by the proposals?
- In your proposals what will be demolished or removed?
- Why is this appropriate for the building and for the features of significance that will be affected?
- What measures will be included to mitigate the effect of these works?

- What new additions are you proposing and why is the design and quality of these appropriate to the building?
- What benefits to the building will result?
- Are the materials and methods to be employed in the works in accordance with good conservation practice?

At its most complex the production of the supporting material will need to include historical research, architectural and landscape history, measured surveys, structural analysis and archaeological analysis of the fabric to reveal the evolution of the asset and an evaluation of the relative significance of its various elements. At a lesser level historical analysis sufficient to understand its evolution, construction and the age and origin of the different elements of the asset will be required together with an evaluation of the historic interest of the elements to be altered or removed.

Who can help me?

The [Institute of Historic Building Conservation](#) is the UK's professional body for historic environment conservation specialists.

Archaeological Assessment

In cases where the development could have an adverse effect on ancient monuments and/or sites of archaeological importance applicants will be required to undertake and submit an archaeological assessment. In Areas of High Archaeological Potential and elsewhere where there is reason to believe archaeological remains exist this may require limited excavation.

More information can be found online at the [Somerset Heritage](#) website.

Who can help me?

All archaeological projects must be undertaken in accordance with relevant professional standards. The [Chartered Institute for Archaeologists](#) is the nationally recognised body that provides standards and guidance to the profession.

Tree Survey / Assessment

Required for works involving a tree that is subject to a Tree Preservation Order, to a tree within a Conservation Area or where works potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.