

Non-material amendment Validation Checklist

How to use the Validation Checklist

This validation checklist sets out the information you must submit with your application for a non-material amendment. We reserve the right to request further information that is reasonably required for the determination of the planning application.

Planning applications should be submitted via the [Planning Portal](https://www.planningportal.co.uk) (<https://www.planningportal.co.uk>) to enable the Council to validate and process applications efficiently. If this is not possible, the original application form and documentation should be posted to our office.



Once the application has been registered, any further supporting information must be emailed to us. If you are unsure of any checklist requirements, advice should be sought from the Council, prior to submitting your application.

Data protection statement: We will only use your personal information gathered for the specific purposes of your application/enquiry. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.

Please note:

- You can request at the point of submission for your details to be made confidential, but your address and agent's details will remain.
- If you are the applicant, your name and application site address will be in the public domain in perpetuity by virtue of them being part of the Decision Notice in the Public Register



Supporting documentation

All supporting documents should be uploaded to the Planning Portal at a maximum file size of 30mb, in separate named documents, as a PDF. All plans and drawings must include the paper size, address of the proposal, metric scale, be appropriately titled, and plans must show the direction of north.

Please ensure the content and detail of your supporting documentation is sufficient to assess and consult on your application. Many applications require further information following validation due to insufficient detail within documents. This can extend the timeframe required to make a decision on your application.

The need for, scale, scope, and level of detail for each assessment should be established as early in the development management process as possible. Technical assessments must be prepared by appropriately qualified persons.

If your proposal/site requires you to submit a document from the 'Local Requirements' list, but you do not believe you need to provide it for your application, please submit a written statement outlining the reasons why the document is not required. Failure to provide a reason why you have not submitted a relevant document may result in your application being invalidated.

All drawings should be supplied in a scalable format, ideally as PDF documents and not in draft format.

National requirements

As a minimum, you must provide the following documents for your planning application to be valid.

Document type	Is it required for my application?	What information is required?
Application Form	All applications	A completed relevant application form.
Correct Application Fee	All applications	Planning Portal's fee calculator

All drawings should be supplied in a scalable format, ideally as PDF documents and not in draft format.

Local requirements

The Council requests the following supporting information with a planning application. This is the minimum requirement to be included in your supporting document to enable us to validate your application. If enough information is not provided within your supporting document, it is likely to cause delays to the consideration process.

Document type	Is it required for my application?	What information is required?
Plans, drawings and/or supporting statement or relevant information detailing the change required	<ul style="list-style-type: none">• All applications	<ul style="list-style-type: none">• Plans or drawings that were approved under the original planning permission application.• Detailed information including an itemised list of proposed amendments and plans detailing how these differ from the original application.• All drawings must include a title, drawing number, confirmation of the scale and a scale bar.
Biodiversity Net Gain	<ul style="list-style-type: none">• Applications where the outline consent was subject to the biodiversity gain condition i.e. must deliver at least a 10% net gain.	<ul style="list-style-type: none">• Complete the Biodiversity Net Gain Statement Form and submit a copy with your application. Please see our website to download the Biodiversity Net Gain Statement Form:<ul style="list-style-type: none">• Cotswold District Council• West Oxfordshire District Council• Forest of Dean District Council• A full copy of the statutory biodiversity metric spreadsheet or small sites metric (statutory biodiversity metric) spreadsheet (.xls format). Choice of biodiversity metric must be guided by the following: https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides• On-site baseline habitat map for the development site. The map must be drawn to an identified scale and show the direction of North. It must include all baseline habitats, including the area of each habitat type. If you have used the statutory biodiversity metric, units must be hectares (habitat module) and kilometres (watercourse and hedgerow modules), if you have used the small sites metric (statutory biodiversity metric), units must be meters squared (habitat module) and meters (watercourse and hedgerows).• On-site post intervention habitat map. The map must be drawn to an identified scale and show the direction of North. It must show existing habitat types to be retained and enhanced, and new habitat types to be created. If you have used the statutory biodiversity metric, units must be hectares (habitat module) and kilometres (watercourse and hedgerow modules), if you have used the small sites metric (statutory biodiversity metric), units must be meters squared (habitat module) and meters (watercourse and hedgerows).• If the Statutory Biodiversity Metric has been used to evidence a measurable net gain, the applicant must

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 Document type	Is it required for my application?	What information is required?
		<p>submit a biodiversity net gain assessment (this can be included as a chapter in the ecological impact assessment report or as a separate biodiversity impact assessment report). The assessment must include a rationale for the condition assessment and strategic significance assigned to each habitat type within the submitted metric.</p> <p>https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides</p> <ul style="list-style-type: none"> • Off-site baseline and post-intervention habitat maps, for developments where off-site gains will be delivered on land within the applicant's ownership. These maps must be drawn to an identified scale and show the direction of North. All habitat maps must include each habitat type, and the area covered by each habitat type. Units must be hectares for habitats included in the habitat module and kilometres for those included in the watercourse and hedgerow modules

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