

## Local validation checklist – Prior Approvals (Permitted changes of use under Part 3 of the GPDO)

This checklist has been created in order to clarify what information Stroud District Council requires to be submitted with your planning application. Any application submitted that does not provide the necessary information will not be validated and will not be progressed. If an invalid application is submitted, Officers will set out what further information is required in writing. Any application that remains invalid after 21 days will be returned and an administration fee charged.

Applications can be made via the Planning Portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk)  
Alternatively, please submit one copy of each document and plan and send to [planning@stroud.gov.uk](mailto:planning@stroud.gov.uk)

For further information about the level of detail required for plans, please view the Council's Drawing Standards document, available at:

If after viewing the Drawing Standards you are still unsure about what needs to be supplied with your planning application, please contact us on 01453 766321 or by emailing [planning@stroud.gov.uk](mailto:planning@stroud.gov.uk)

**Please note:** Stroud District Council reserves the right to request further information not listed below that is reasonably required for the determination of your planning application.

National Requirement List	Tick when provided
<b>Completed application form or written description of the proposed development</b> (which in relation to development proposed under Class C, M, N or Q must include any building or other operations) <ul style="list-style-type: none"> <li>Must include developers contact details (address and email or phone)</li> </ul>	
<b>Correct fee</b> (where necessary) Planning portal fee calculator <a href="https://1app.planningportal.co.uk/FeeCalculator/Standalone?region">https://1app.planningportal.co.uk/FeeCalculator/Standalone?region</a> Stroud District Council website <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>	
<b>Site location plan (at a scale of 1:1000, 1:1250 or 1:2500)</b> Plan indicating the site and showing the proposed development	
<b>Floor plans (at a scale of 1:100 or 1:50) (for building or structure only)</b> Indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls; to assess the provision of natural light in all habitable rooms.	
<b>Elevations (at a scale of 1:100 or 1:50) (for building or structure only)</b> Proposed elevations must be provided for each elevation and be clearly labelled.	
<b>Site Specific Flood Risk Assessment (For site in flood zones 2 and 3, or for a site which has critical drainage problems identified by the Environment Agency)</b> Required if the proposed site is located in flood zones 2 or 3. See Environment Agency website for further information, available at <a href="https://flood-map-for-planning.service.gov.uk/">https://flood-map-for-planning.service.gov.uk/</a>	
<b>Assessments of impacts or risks</b>	
<b>Statements setting out how impacts or risks are to be mitigated</b>	
<b>Details of proposed building or other operations (including structural surveys)</b>	
<b>Evidence of existing use of the site</b>	

Local Requirement List	Tick when provided
<b>Finished Floor and Site Levels (at a scale of 1:200 or 1:500)</b>	
<p><b>Biodiversity Survey</b> You should submit a biodiversity survey when the development proposal (including any off-site works) will affect:</p> <ul style="list-style-type: none"> <li>• Designated sites</li> <li>• Priority Habitats</li> <li>• Other biodiversity features</li> <li>• Species protected by law</li> <li>• Priority Species</li> </ul>	
<p><b>Community Infrastructure Levy (CIL)</b> CIL Levy is applicable to extensions over 100sqm.</p> <ul style="list-style-type: none"> <li>• Both Form 1 (Additional Information) and Form 2 (Assumption of Liability) must be submitted with the planning application in order to establish CIL liability. Please note this replaces previous government CIL forms in accordance with changes made to the CIL Regulations (September 2019).</li> <li>• <b>Information on CIL and CIL forms are available at:</b> <a href="https://www.stroud.gov.uk/environment/planning-and-building-control/community-infrastructure-levy-cil">https://www.stroud.gov.uk/environment/planning-and-building-control/community-infrastructure-levy-cil</a>.</li> </ul>	
<p><b>Land Contamination Assessment</b> Required where sites are known or suspected to be contaminated; a report is required to assess necessary investigations and remediation.</p>	