Tunbridge Wells Borough Council Local Validation List September 2026

Validation Requirement	Information required	Links to guidance and National/Local policy
Completed Application Form **All applications**	The submission of the relevant completed application form for the proposed development including the full name and address of the applicant and/or agent together with associated certificates and any declarations.	PPG – National Validation Requirements PPG – Application Form Application forms can be viewed in the following link: Planning Application Templates
Ownership Certificate and Agricultural Land Declaration **All applications**	All applications should be accompanied by a relevant ownership certificate and, where applicable, an Agricultural Land Declaration. The certificate provides details about the ownership of the application site and /or confirms that the appropriate notice has been served on any other owner/s (and agricultural tenants).	Schedule 2 of the Town and Country Planning Development Management Procedure) (England) Order 2015 PPG – Ownership Certificate and Agricultural Land Declaration An application is not valid and cannot be determined by the LPA, unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000.
Site Location Plan **All applications**	All applications, as a minimum need to be accompanied by a site location plan that shows the application site in relation to the surrounding area. This should include a north arrow, a scale bar and/or should be **scaled at 1:1250 or**	Development Management Procedure Order 2015 PPG – Plans and Drawings

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	1:2500. The location plan should identify sufficient roads (minimum of 2) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be clearly **edged with a red line on the site location plan.** It should include all land necessary to carry out the proposed development (e.g., land required for access to the site from a public highway, visibility splays, landscaping, biodiversity enhancement areas, car parking and open areas around buildings). Any other land owned by the applicant, close to or adjoining the application site should be **outlined in blue**.	
Existing and Proposed Plans **All applications**	All applications should be accompanied by plans and information proportionate and necessary to describe the development, the subject of the application. These must be to an identified scale and all plans must show the direction of North. Submitted plans should include:	Article 7, Part 3, of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Local Plan Policy EN1 - Sustainable Design [specific requirement Paddock Wood NDP – information submitted on street hierarchy in the area, supplemented by a set of illustrative cross-sections Policy PWAM2: Street Hierarchy]

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	• Existing and Proposed **Block plan** – scale 1:200 • Existing and Proposed **Site plans** - scale 1:100, 1:200 or 1:500 • Existing and Proposed **Elevation plans** - scale 1:100 • Existing and Proposed **Floor plans** - scale 1:100 • Existing and proposed R**oof plans**- scale 1:100 • Existing and proposed **site sections and land levels** where there will be alterations to land levels as part of the development. Such details should include buildings immediately adjoining the site, where those levels differ; and contour plans (at 0.25 intervals) and longitudinal plans (typically at a scale of 1:100). • **Street scene elevations** where there is a street scene, and/or all major developments where a street scene is created. • All **access and parking** arrangements For applications involving semi-permanent structures, such as static caravans, the	

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	structure(s) should be marked on proposed site plan along with details of design and scale. The above does not apply to applications made pursuant to s73 or s73A(2)(c) of the 1990 Act or is an application of a kind referred to in article 20(1)(b) or (c). Such applications will require plans to show the changes and include a schedule of the proposed changes indicating which plans are to be substituted/added	
Submission of information in relation to the approval of details required by planning conditions	**All applications submitted shall include all the information required as set out in each relevant condition, unless submitted as a partial discharge.**	**Planning Portal - discharge of conditions** **GOV.UK Discharging and modifying conditions** **Article 27 of the Town and Country Planning (Development Management Procedure) Order 2015 (as amended)**
Design and Access Statement (D&A) • Applications for **major development** • Applications in a **conservation area, where the proposal consists of: one or more dwellings** or	**Applications for planning permission**, the statement should: (a) explain the design principles and concepts that have been applied to the proposed development (b) demonstrate the steps taken to appraise the context of the proposed	PPG – Design and Access Statement PPG - Making an Application Planning Portal - What is a Design and Access Statement? Local Plan policies: EN1: Sustainable Design EN2: Sustainable Design standards H1: Housing mix H2: Housing Density

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building/s with a floor space of 100 square metres or more. • Applications for **listed building consent**	development, and how the design takes that context into account (c) explain the approach to access including details of any consultation undertaken in relation to access issues and how this has been taken into account. The statement should also have regard to: • Minimum design standards set out in Local Plan Policy EN3 • The housing mix analysis referred to in Local Plan Policy H1 • Other local design guides e.g. High Weald AONB Design Guide **Applications for Listed Building Consent**, the statement must include an explanation of the design principles and concepts that have been applied to the proposed works, and must show how they have taken account of: A) The special architectural or historic importance of the building	Brenchley and Matfield NDP: Policy D6 - Climate change, environmental sustainability and resilience See also 2 further sections below – Heritage Impact Statement/Assessment and the Listed Building Consent checklist below for further details on what should be submitted with a Listed Building Consent application.

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	B) The particular physical features of the building that justify its designation as a Listed Building C) The buildings setting The D&A must also explain the approach to access, including what alternative means of access have been considered, and how local policies have been taken into account, unless the proposed works only affects the interior. The D&A for listed building consent must provide information on any consultation undertaken and how the outcome of this consultation has informed the proposal. Statements must explain how any issues which might affect access to the building have been addressed. Where a parallel planning and Listed Building application is submitted, a combined D&A should address both.	
Fire Statement Fire safety and **High-Rise Residential and Educational buildings**	Fire Statements must be submitted on a form published by the Secretary of State - see templates here	Further guidance, including exemptions to the requirement, can be found here: PPG – Fire Safety and High-Rise Residential Buildings

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A Fire Statement setting out fire safety considerations specific to development must be submitted with applications for: a) 2 or more dwellings or education accommodation, **and** b) meets **a height of 18m or more, or is 7 or more storeys in height**. (The above criteria would also apply to the development/conversion of an existing building or development within the curtilage of any building to which the above criteria applies).	All particulars specified in the form should be completed and the following (but not limited to): - the principles, concepts and approach relating to fire safety that have been applied to each building in the development - the site layout - emergency vehicle access and water supplies for firefighting purposes - what, if any, consultation has been undertaken relating to fire safety and what account has been taken	
Biodiversity Net Gain (BNG) Statement/ Information	Applicants are required to submit information on Biodiversity Net Gain or exemption.	NPPF **National Decision Making policy N2: Improving the Natural Environment and N6: Areas of particular importance for biodiversity and geodiversity** Local Plan policy EN9: Biodiversity

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All applications except where there are Exemptions Specific exemptions are: • Development no larger than 0.2 ha providing it does not impact an onsite priority habitat • Temporary permissions which do not exceed 5 years or impact on an onsite priority habitat • householder development • development impacting habitat of below 25 sqm, or 5m for linear habitats e.g. hedgerows • permitted development including prior approval applications	This should be presented as either a: • **Biodiversity Net Gain Statement** to show how the application has considered BNG in accordance with policy and legislation; or • **Biodiversity Exemption Statement** identifying the reasons why the application may be exempt. Further details on the Biodiversity Net Gain webpage Where development is subject to BNG requirements the application must legally be accompanied by: • **Completed Statutory Metric** showing the pre-development Biodiversity Value of all on-site habitats (including irreplaceable habitats) undertaken by a competent person. This should include full calculations and habitat condition assessments, as well as the publication date and version of metric used. Where an earlier date than the application	Further details can be found in: paragraph 17 of Schedule 7A of the Environment Act 2021 **The Biodiversity Gain (Town and Country Planning) (Amendments and Transitional Provisions) (England) Regulations 2026** **Biodiversity net gain: exempt developments - GOV.UK** PPG - Biodiversity Net Gain - Submitting a Planning Application PPG - Biodiversity Net Gain GOV.UK - Statutory Biodiversity Metric Tools and Guides Further information on Biodiversity Net Gain can also be found on the Council's website covering the approach to matters of detail, strategic significance and what it considers to be "significant" in terms of onsite Biodiversity Net gain. (See also **Biodiversity Gain Statement** below)

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	date is used, the date and reasons for doing so should be specified; • **Plan** to an identified scale and showing the direction of North to show all on-site habitats as listed in the Metric; • **Statement** confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation').	
Details with Outline Application **Outline only**	Outline applications should include information about the proposed use/s and amount of development proposed for each use, on an indicative basis where they relate to matters which will form part of future Reserved Matters. An application must indicate the area/s where access/s will be situated, even if access is reserved, in accordance with article 5(3) of the Development Management Procedure Order 2015	PPG – Outline Planning Applications Part 3, Article 5, of The Town and Country Planning (Development Management Procedure) (England) Order 2015
Environment Statement (and non-technical summary) for	Applications subject to an Environmental Impact Assessment (EIA) must be accompanied with an Environmental Statement and non-technical summary.	PPG – Applications Subject to Environmental Impact Assessment PPG – Environmental Impact Assessment

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applications requiring an EIA		
Sustainable Drainage Strategy (SuDS) Sustainable drainage systems and watercourses **Major applications and development** which could affect drainage on or around the site In an area at risk of flooding such as Flood Zones 2 or 3, or at risk of surface water flooding	Sustainable Urban Drainage Strategy should include all the information set out in the PPG – What Information on Sustainable Drainage Needs to be Submitted With a Planning Application? Statement outlining how the national SuDS standards have been achieved, as required by national development making policy F8. Applies to development proposals which could affect drainage on or around the development site.	NPPF **National Decision Making policy F8: Sustainable drainage systems and watercourses** NPPF 2024 paragraph 182 PPG – Flood Risk Assessment and Sustainable Drainage Strategy PPG – What Information on Sustainable Drainage Needs to be Submitted With a Planning Application? KCC Sustainable Drainage Planning Guidance Local Plan policies: EN25: Flood risk EN26: Sustainable Drainage Brenchley and Matfield NDP Policy D8: Surface Water Management
Heritage Impact Statement/ Assessment for: Assessing effects on heritage assets	Heritage Impact Statements/Assessments should identify the heritage significance of the asset affected, the works proposed, and how these will affect that significance (including any contribution made by its setting). This is proportionate to the amount of work proposed and the significance of the asset. It should include photographs and a schedule of proposed	NPPF **National Decision Making policy HE5: Assessing effects on heritage assets** NPPF 2024 paragraphs 207-217 PPG - Historic Environment

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• Listed building consent applications • planning applications affecting a Listed Building or a conservation area • applications affecting non-designated heritage assets (including historic landscapes)	works. All heritage statements should include as a minimum: • **Description of asset -** Describe what it is and why it is significant, for a Listed Building you should consult the Historic England listing entry and the local historic environment record • **Assessment of impact -** How the proposed works affect heritage significance, including any impact on architectural and historic merit or setting; e.g. any damage to historic fabric, removal or blocking of architectural features, changes to a historic layout. Any positive impacts such as revealing historic features and reinstating original proportions should also be included • **Mitigation of impact –** have the proposals been designed to limit any detrimental impact to heritage significance? E.g. choosing historically-sympathetic materials and developing a sensitive design	Heritage Gateway Historic England Advice Note 12 - Statements of Heritage Significance Local Plan policy: EN4: Historic Environment, including Heritage Assets Capel NDP Policy C5 - Conserving heritage assets Cranbrook and Sissinghurst NDP Policy HD4.8 - Design of New Buildings Within or Within the Setting of Conservation Areas Goudhurst NDP Policy D4 – Inside Conservation Areas (paragraph 264) Lamberhurst NDP Policy D7 – Conservations areas Paddock Wood NDP Policy PWHD2: Local Heritage Assets (paragraph 7.22)

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	that responds to the historic context of the site/ area.	
Flood Risk Assessment (FRA) required for development where: Assessing flood risk for decision-making • within Environment Agency (EA) **Flood Zones 2, 3 or 3b** • within **Flood Zone 1** with a site area of 1 hectare or more • within **Flood Zone 1** where the site is at increased risk of flooding from rivers or sea during its lifetime • within **Flood Zone 1** where the site is at risk of flooding from surface water • within areas identified by the EA	Site-specific flood risk assessment appropriate to the scale, nature, and location of development. The assessment should: • identify and assess the risks of all forms of flooding to and from the development including surface water drainage • demonstrate how these flood risks will be managed, taking climate change into account • identify any flood incidents in the vicinity • ensure the development will be safe for its lifetime • ensure that flood risk will not be increased elsewhere, including flood risk from all sources	NPPF **National Decision Making policy F4**: **Assessing flood risk for decision-making** PPG - Preparing a Flood Risk Assessment Standing Advice PPG - Flood Risk Assessment for Planning Applications PPG - Flood Risk and Coastal Change Government's Flood Map for Planning for all EA designations /advice Local Plan policies: EN25 – Flood Risk Brenchley and Matfield Neighbourhood Plan: Policy D7 – Flood Risk Management

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with critical drainage problems • within **Flood Zone 1** where the Tunbridge Wells Strategic Flood Risk Assessment (SFRA) shows it will be at increased risk of flooding during its lifetime • within **Flood Zone 1** where the proposal increases the vulnerability classification and where the TW SFRA identifies the site to be at risk from other sources of flooding		
Ecology and Protected Species Survey **All development likely to affect notable or protected species, semi natural habitats or sites designated** for the	Survey requirements: • Where semi-natural habitats will be disturbed by or lost to development, a Preliminary Ecological Appraisal will be required at submission. • If the development is likely to affect notable or protected species, then species-specific surveys will be	NPPF **National Decision Making policy N2: Protecting the Natural Environment** PPG - Natural Environment (Paragraph: 018 Reference ID: 8-018-20190721 is of relevance) Natural England Standing Advice Magic Mapping website

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protection of species or habitats or in: Local Wildlife Site (LWS) Site of Special Scientific Interest (SSSI) Special Protection Area (SPA)	required (such as badger or bat surveys) at submission. Barns/semi-derelict buildings and all barn conversions are expected to submit a bat survey at submission.	Local Plan policy: EN10 - Protection of designated sites and habitats Benenden NDP: Policy LE5 – New Green Spaces Lamberhurst NDP: Policy L4 – Bio-diversity
Tree Survey or Arboricultural Assessment **All development that affects any trees, particularly:** • Protected by a Tree Preservation Order • In a conservation area • Within or affects ancient woodlands or ancient and veteran trees	A tree survey carried out in accordance with BS 5837: Trees in Relation to Design, Demolition and Construction and should contain information about each tree on the site that has a stem diameter above 75mm measured at 1.5m above ground level, and those trees of smaller diameter that are of particular interest or potential value, including the: • Tree reference number • Tree species • Height • Stem diameter taken at 1.5m from ground level • Branch/crown spread (in directions North, South, East and West)	NPPF **National Decision Making policy N3: Trees in New Development** Local Plan policies: EN12 - Trees, Woodland, Hedges, and Development EN13 - Ancient woodland and veteran trees Proposed site allocations under Section 5 of the Local Plan may also require a tree survey/arboricultural assessment to be submitted Brenchley and Matfield NDP: Policy LE7 - Trees and Hedges Goudhurst NDP: Policy L7 - Trees (see also works to trees affected by Tree Preservation Orders (TPO) applications and trees in conservation areas)

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• In a historic park and garden • Within a Nature Conservation Site • In an Area of Landscape Importance, Important Landscape Approach or Arcadian Area • Considered to be important landscape or townscape trees • Which make an important contribution to green infrastructure or ecological networks	• Height of crown clearance above ground • Age class • Physiological condition • Structural condition • Preliminary management requirements • Estimated safe useful life expectancy • Category grading (see BS 5837)	
Application requirements for works to trees affected by Tree Preservation Orders (TPO) applications and/or trees in Conservation Areas (TCA)	Proposals must include: - A description of proposed works - A plan (not an aerial image) showing the position of trees listed in the 'Description of Works' on the application form. It must identify trees by species and a	PPG – Making Applications to Carry Out Work on Trees Protected by a Tree Preservation Order PPG – Protecting Trees in Conservation Areas Regulation 16 The Town and Country Planning (Tree Preservation) (England) Regulations 2012

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All applications	reference number (eg: T1 (Oak). It must also include road names and building numbers - Reasons for proposed work Where trees are felled, proposals for planting replacement trees (quantity, species, position, size or reasons why not replanting).	Local Plan policies: EN12 - Trees, Woodland, Hedges and Development EN13 - Ancient Woodland and Veteran Trees
Planning Statement(s) Including details of: • **Policy compliance** • **Pre-application Engagement (Statement of Community Engagement)** • **Planning Obligations/Section 106 Agreements**	Requirements should set out: • **Policy compliance** - How the development proposals are consistent with the relevant development plan and national decision-making policies • **Pre-application engagement** (normally for major applications). This should demonstrate that the views of the local community have been sought and considered in the formulation of the development proposals, to include: • details of all consultation held with neighbours to the site, the local community and other stakeholders at a level appropriate to the proposal • any issues identified through the consultation	NPPF **National Decision Making policy National Decision Making Policy DM1: Preparing Development Proposals** **Pre-application engagement** Local Plan policies: Policy EN1 – Sustainable Design (9) Community Engagement Statement of Community Involvement (section 4) for further information: Council's Statement of Community Involvement Webpage PPG - Consultation and pre-decision matters

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	• how these issues have been responded to and the proposal amended. If consultation is not carried out, the reasons should be included. • **Planning obligations** (for 10 dwellings plus applications and/or all development likely to need a S106 agreement or other obligations and/or all applications where financial or other contributions are required). This should include a draft legal agreement (using TWBC's draft S106 template with all amendments track changed) or as a minimum draft Heads of Terms; with full contact details of acting solicitor and Land Registry title documents.	**Planning obligations** PPG - Planning Obligations Section 106 of the Town and Country Planning Act 1990 TWBC Section 106 Planning Obligations guidance Link to s106 web page (link to be inserted when it becomes available) Link to template (link to be inserted when it becomes available) Local Plan : Policy STR5 - Infrastructure and connectivity
Financial Viability Report Where no affordable housing is provided but is required under planning policies Where all the financial contributions cannot be met	Where necessary a report to include all the details set out in guidance to be submitted at validation stage and a commitment to the payment of all TWBC costs associated with its assessment. It is for the applicant to demonstrate whether particular circumstances justify the need for a viability assessment. All viability assessments should reflect the	NPPF **National Decision Making policy DM5: Development Viability** PPG - Viability Local Plan : Policy H3 - Affordable Housing Developers will be expected to cover the full costs of all assessments. The full viability report is a public document relevant to the assessment of the application and will be added to the website. The LPA review will also be a public document.

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	recommended approach in the PPG and standardised inputs.	
Retail/Town Centre Uses Impact Assessment **Applications for retail and leisure above the following thresholds** outside of the town and rural service centres: • Proposal is within the catchment of Royal Tunbridge Wells: 1,000sqm (net) • Proposal is within the catchment of Southborough, Paddock Wood, Cranbrook, and/or Hawkhurst: 280sqm (net)	The town centre impact assessment should include: a. the impact of the proposal on existing, committed, and planned public and private investment in the above centres in the catchment area of the proposal b. the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to 10 years from the time the application is made c. the impact test should be undertaken in a proportionate and locally appropriate way, commensurate to the scale of development proposed	NPPF **National Decision Making policy TC4: Assessing the Impact of development on town centres** PPG - Town Centres and Retail paragraphs: 014 Reference ID: 2b-014-20190722 015 Reference ID: 2b-015-20190722 017 Reference ID: 2b-017-20190722 018 Reference ID: 2b-018-20190722 Local Plan Policy ED10 - Sequential Test and Local Impact Test
Supporting information for	• Pre-submission consultation information. Information on the outcome of pre-submission	NPPF **National Decision Making CO2: Supporting information for telecommunications proposals**

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Telecommunications Proposals	consultations (in particular with the relevant body). • Evidence that the applicant has sought to keep the number of radio and electronic communications masts and the sites for such installations to a minimum in accordance with policy CO1 • CNIRP statement that self certifies that the cumulative exposure, when operational, will not exceed International Commission guidelines on non-ionising radiation protection (ICNIRP).	Local Plan Policy ED3: Digital Communications and Fibre to the Premises (FTTP)
Decommissioning and restoration details for renewable and low carbon energy generation and electricity network infrastructure	Proposals for decommissioning and site restoration, including details of how these measures are expected to be implemented.	NPPF **National Decision Making policy W3: Renewable and low carbon energy development and electricity network infrastructure** **PPG - Renewable and low carbon energy**
Transport Assessment (TA)/Statement (including Travel Plans) All major development where required for new	Transport Statement or Transport Assessment (depending on the extent and significance of the transport issues involved). This could include Travel Plans.	NPPF **National Decision Making policy TR6**: **Assessing transport Impacts** PPG - Travel Plans, Transport Assessments and Statements Paragraphs 013 to 015 are of particular relevance Kent Parking Standards 2025

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development or a satisfactory Transport Statement having regard to the location of the development and has existing traffic issues or lack of transport infrastructure. Must include an assessment of both individual and cumulative impacts on the transport network	The scope and level of detail in a Transport Assessment or Statement will vary from site to site. **Transport Assessments** are thorough and more detailed assessments of the transport implications of a development, inc. assessment of both individual and cumulative impacts on the transport network. The Transport Assessment should outline the Vision as set out in DfT Circular 1/22 Strategic road network and the delivery of sustainable development, updated Dec 2022 The Monitor and Manage strategy for the proposal should also be outlined and described to the Highway Authorities (KCC Highways and National Highways) for their agreement and all modes of transport covered. **Transport Statements** are a 'lighter-touch' evaluation to be used where this would be more proportionate to the potential impact of the development (such as anticipated limited transport impacts).	Local Plan policies: STR6 - Transport and Parking TP1: Transport Assessments/Statements, Travel Plans, and Mitigation TP2: Transport Design and Accessibility TP3: Parking Standards

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	Assessment/statement should demonstrate how the location and design of the development promotes sustainable forms of transport and should include: • a non-technical summary • details of the proposed development • details of existing transport conditions and the functional classification of the nearby road network • details of neighbouring uses • data of existing public transport provision, inc. provision/ frequency of services and proposed measures to improve public transport • traffic impact compared to existing site use • data about current traffic flows and junctions • impact upon all modes of transport inc. pedestrians, cyclists and people with disabilities • accessibility impact • details of loading areas and arrangements for manoeuvring, servicing and parking • proposed modal split • assessment years	

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	• a strategy for implementation and co-ordination of a **travel plan** • Outline of vision • The Monitor and Manage strategy for the proposal • environmental impacts in relation to environmentally sensitive areas (eg. air quality management areas or noise sensitive areas); • any proposed measures to reduce the need for parking and to mitigate transport impact • proposed measures to improve accessibility by alternatives to the private car assessment of accident records	
Sports, Open Space, and Recreation Facilities Assessment All proposals resulting in the loss of existing open space, sports, or playing fields, or recreational buildings and land	An assessment to clearly show that the sport, open space or recreation facilities in question is surplus to requirements in terms of quantity, contribution to local character and setting and that there is no need for an alternative community, sports, or recreational use; if there is still a need, how alternative provision will be met.	NPPF **National Decision Making policy HC7: Development affecting existing recreational land and facilities** PPG - Open space, sports and recreation facilities, public rights of way and local green space Local Plan : Policy OSSR1 - Retention of Open Space

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Ground conditions/Land Contamination Report All development where previous risk-sensitive uses on or adjoining the site are likely to have given rise to contamination, such as landfill sites, former industrial and commercial processes, petrol filling stations, institutional uses, storage of chemicals (inc. farms) Areas which may be affected by natural or background occurrence of potentially hazardous substances (radon, ground gases or elevated concentrations of metallic elements) When initial desktop and walkover study suggests	A Risk Assessment/site investigation information undertaken by a competent person (as defined in Annex 2 of the NPPF 2024) which includes: • a desk study, • site walkover report, • preliminary risk assessment, detailing the methodology by which risks will be addressed and ensuring the treatment and/or removal of all contaminants prior to the commencement of development, • The risk assessment should also identify the potential pollutant or contaminant sources, pathways and receptors and evaluate the risks. All investigations of land potentially contaminated should be carried out in accordance with established procedures (BS10175 Investigation of Potentially Contaminated Sites – Code of Practice).	NPPF **National Decision Making policy P2: Ground Conditions** PPG - Land Affected by Contamination (007 Reference ID: 33-007-20190722) Tunbridge Wells Contaminated Land SPD You may also consult Environmental Protection for further guidance EHadmin@midkent.gov.uk Local Plan Policy EN28 - Land Contamination

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contaminants may be present		
Listed Building Consent Details required to be submitted for a Listed Building Consent application (to be read in conjunction with requirement for a completed application form above)	• Listed Building status (Grade I / II* / II) • Planning application reference • Description of works • Retrospective or proposed works specified • Justification for works • Existing and proposed plans, elevations, sections • Site location plan (1:1250) • Block / site plan (1:500) • Roof, floor, and joinery details (if relevant) • Heritage Statement / Impact Assessment of a suitable standard • Photographs of existing building (if applicable) • Photographs prior to works (if retrospective) (Any photographs need to be sufficient to assess the impact of the proposal) • All plans legible and to scale • Previous LBC conditions referenced	

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	Details of any pre-application advice	
Air Quality Assessment All development for: • Proposals that are likely to generate high levels of air pollution, such as significant industrial developments • Proposals (major and, in certain situations, minor) located within or adjoining an Air Quality Management Area (AQMA) or result in a significant increase in traffic passing through any AQMA • Proposals that require a Transport Assessment • Proposals for biomass boilers	The assessment should be proportionate to the nature and scale of development proposed and the potential impacts, taking into account existing air quality conditions and cost calculations. This should include: • description of baseline conditions and any air quality concerns affecting the area, and how these could change with and without the proposed development • consideration of any sensitive habitats (including designated sites of importance for biodiversity) • the assessment methods to be adopted and any requirements for the verification of modelling air quality • the basis for assessing impacts and determining the significance of an impact • the cumulative or in-combination effects arising from several developments • construction phase impacts	NPPF **National Decision Making policy P3: Living conditions and pollution** Institute of Air Quality Management – Land Use Planning & Development Control: Planning for Air Quality PPG - Air Quality (Paragraph: 007 Reference ID: 32-007-20191101) TWBC Air Quality Topic Paper 2021 Local Plan policies: EN21 - Air Quality EN22 - Air Quality Management Areas EN23 - Biomass Technology

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	• acceptable mitigation measures to reduce or remove adverse effects • measures that could deliver improved air quality even when legally binding limits for concentrations of major air pollutants are not being breached. For biomass boilers the following should be included: • The thermal capacity of the biomass technology, and its make and model; • The type of fuel to be used (ideally should be locally sourced); • Confirmation that it will be an approved appliance, compliant with Defra's latest guidance and the Clean Air Act; • The precise location of the proposed stack(s)	
Noise Impact Assessment All proposals which generate noise such as sports, industrial	Applications should be supported by a Noise Impact Assessment undertaken by a competent person, (as defined by the NPPF) and should include:	NPPF **National Decision Making policy P3: Living conditions and pollution** PPG - Noise Noise Policy Statement for England

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developments using machinery, refrigeration plant and equipment. All proposals **which are noise-sensitive** - housing, schools, offices which are likely to be exposed to significant or unacceptable noise disturbance such as adjacent roads, railways and industrial sources.	• baseline data relating to existing background noise levels including frequency analysis; • identification of sensitive receptors and measuring points (considering not only the distance, but topography etc.); • a description of the likely noise emissions during construction and an assessment of effects on the area affected • information on how the design minimises and/or mitigates noise to avoid significant adverse impacts on health and quality of life • where cumulative effects are possible, scenarios should be developed to determine the likely cumulative impact • an assessment of the impact of any residual increase in noise upon noise sensitive receptors and the surrounding area, in particular protected areas of tranquillity • a noise monitoring and mitigation/management scheme	Tunbridge Wells Noise and Vibration SPD You may also wish to consult Environmental Protection for further guidance EHadmin@midkent.gov.uk Local Plan Policy EN27 - Noise

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Energy Strategy Report All major development proposals - 10 + dwellings or 1000sqm + of non-residential floor area Energy Statement All minor development	The level of detail should be proportionate to the size of development, but both should demonstrate: • how the energy hierarchy in Policy EN3: Climate Change, Mitigation and Adaptation has been followed • how energy reduction targets will be achieved • how waste will be minimised and recycling increased • how water resources will be conserved • how green infrastructure and sustainable drainage will be incorporated • how pollution will be minimised • how the use of sustainable design and materials will be maximised • adaptation to Climate Change	NPPF **National Decision Making policy CC2: Mitigation of climate change** Local Plan policies: Policy EN3 - Climate Change Mitigation and Adaptation Compliance with policy should be demonstrated with a design stage Energy Strategy Report (major development) or Energy Statement (minor development), which is revisited during construction to confirm its predictions are still valid and thus avoid a 'performance gap'. Both submissions should contain adequate information to demonstrate how the energy hierarchy has been applied. Tunbridge Wells Energy Topic Paper 2021
Structural Survey or Statement **All development where:** It is important to know if the building is of permanent, substantial construction and capable of conversion rather than reconstruction or	A Structural Survey (to be carried out by a qualified structural engineer) should include: • Full details of the current structural integrity of all elements of the building proposed to be converted, altered or demolished	NPPF **National Decision Making policy GB7 1 (b): Development which is not inappropriate in the Green Belt** Local Plan: Policy ED5 - Conversion of Rural Buildings outside the Limits to Built Development Possibly H10 - Replacement Dwellings outside the LBD

Validation Requirement	Information required	Links to guidance and National/Local policy
modification - barn conversions or conversion of rural buildings Applications to Listed Buildings where works are proposed that involve demolition or affect the structural integrity of a building Replacement dwellings outside the LBD, to justify that it is constructed to a poor quality or with poor quality materials and it would not be viable to rectify through refurbishment	• Full details of any repairs or demolition works necessary to facilitate the works being sought • Marked up plans clearly identifying the extent of fabric/building to be retained, demolished, repaired or re-built	
Ventilation and extraction details **All proposals that involve**	The statement should include information that will enable the assessment of noise and odour impacts on the amenity of the area including impacts on residential amenity:	NPPF **National Decision Making policy P3: Living Conditions and Pollution** You may also wish to consult Environmental Protection for further guidance EHadmin@midkent.gov.uk

Validation Requirement	Information required	Links to guidance and National/Local policy
installation of external ventilation/extraction equipment: • Hot food takeaways • Bars, pubs, restaurants • Launderettes • Other retail, business, industrial, leisure or other development where substantial ventilation/extraction equipment is to be installed	• details of the position and design of ventilation and extraction equipment • an odour assessment and details of any required mitigation measures • a noise assessment and details of any required mitigation measures	
Volume calculations All applications for extensions and replacement buildings in the rural area (outside the Limits to Built Development)	Existing and proposed volume calculations to enable the assessment of applications for extensions to dwellings and replacement dwellings outside the Limits to Built Development	Local Plan policies: H10 - Replacement Dwellings Outside the Limits to Built Development H11 - Residential Extensions, Alterations, Outbuildings, and Annexes
Affordable Housing Statement **All applications proposing or required to**	Should include, as a minimum: - Total no. of all residential units - No. of affordable units - Plot no. of each affordable unit - Location of each affordable unit indicated on a plan	NPPF **National Decision Making policy HO8: Providing affordable homes and policy DM5: Development Viability** PPG - Viability Local Plan:

Validation Requirement	Information required	Links to guidance and National/Local policy
provide on-site affordable housing	- Tenure type of each affordable units (e.g. social rent, intermediate housing) - No. of bedrooms per unit - Details of any Registered Provider who will be buying or managing the affordable housing - The building standards for each affordable unit; all units should meet Part M4(2). Where affordable housing is designed for households with a disability, the homes should meet the higher M4(3) standards. For applications in the High Weald National Landscape (HWNL) which propose 6-9 dwellings, a financial contribution is required toward off-site affordable housing, details of the proposed off-site contribution (based on 20% of gross no. of units on greenfield land, and 15% of gross no. of units on sites comprising over half brownfield land) should be provided and justified.	Policy H3: Affordable Housing (including applications in the HWNL) Policy H6: Housing for Older People and People with Disabilities For eligible developments where on-site affordable housing is not considered viable a full viability assessment should also be provided – see the **Viability Appraisal** section above in this list.

Validation Requirement	Information required	Links to guidance and National/Local policy
	Where on-site affordable housing is not considered viable, the Affordable Housing Statement should set out how any of the exceptional circumstances listed in Policy H3 have been met.	
Biodiversity Gain Statement Details of any planning obligation agreements (s106) or Conservation Covenants All qualifying development	In addition to national requirements for BNG all material matters that may interact with the provision of BNG need to be submitted. A statement, (the Biodiversity Gain Statement) and supporting **Statutory Metric** for biodiversity losses and gains, setting out how the development will achieve a minimum 10% gain in Biodiversity through on and/or offsite provision and how it will be secured (condition/obligation/financially), maintained and monitored for a minimum of 30 years. This should include a commentary of how the proposals comply with the Biodiversity Net Gain Hierarchy. A planning obligation may need to be entered into and the draft heads of terms.	*Paragraph 13 of Schedule 7A of the Environment Act 2021* requires that a Biodiversity Gain Plan (BGP) be submitted and approved to discharge the mandatory biodiversity gain condition prior to the commencement of development. A government template for the Biodiversity Gain Plan is available. Applicants should submit a draft with the application instead of the Biodiversity Gain Statement. PPG - Biodiversity Net Gain - Submitting a Planning Application PPG - Biodiversity Net Gain GOV.UK - Statutory Biodiversity Metric Tools and Guides Biodiversity Net Gain NPPF **National Decision Making policy N2: Improving the natural environment** Local Plan: Policy EN9 – Biodiversity
Farmstead Assessment	An assessment of the farmstead taking into account the Farmstead Assessments	Farmsteads Assessment Guidance SPD Local Plan:

Validation Requirement	Information required	Links to guidance and National/Local policy
All development that affects a designated historic farmstead	Guidance Supplementary Planning Document, in relation to its: • character, which results from its historic development and function as a whole site, including routeways and spaces within and around it and how it is linked to the surrounding landscape and settlement • significance, a factor that can be key in determination • sensitivity or capacity for the change proposed	Policy EN18 - Rural Landscape
Self/Custom Build application form All residential development identified as falling within the definition of a self/custom build	All applications for self/custom build dwellings should set out in the application form that the proposal is for self/custom build.	Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) PPG - Self-Build and Custom Housebuilding TWBC self-build and custom housebuilding register webpage Local Plan: Policy H8 - Self-Build and Custom Housebuilding
Landscape and Visual Impact Assessment (LVIA) All major or other development in the National Landscape or its	A Landscape and Visual Impact Assessment in accordance with Guidance for Landscape and Visual Impact Assessment (Third Edition Landscape Institute) and supporting technical guidance. The assessment should include:	NPPF **National Decision Making policy N4: Protected Landscapes** Guidance for Landscape and Visual Impact Assessment (Third Edition Landscape Institute) HWNL Management Plan

Validation Requirement	Information required	Links to guidance and National/Local policy
setting, where expected to significantly impact the National Landscape Proposals likely to have a significant effect on landscape character or visual amenity	• A baseline assessment • Clear explanation of the methodology employed • Assessment of effects on landscape and/or townscape character • Assessment of effects on views • Assessment of effects on the site, on the immediate and wider area • Assessment of effects on protected areas	TWBC Landscape Character Assessment Local Plan policies: EN18 - Rural Landscape EN19 - High Weald AONB Brenchley and Matfield NDP policies: H8 - Site-Specific Policies for AL/BM2 LE4 - Valued Views Capel NDP Policy C10 – Protection of locally significant views Hawkhurst NDP policies: HD1(b) - Exceptions for Larger-Scale Developments (10 or More Dwellings) Pembury NDP Policy P11: Locally Significant Views (paragraph 8.35) High Weald Parish Information Maps
Landscaping Scheme All development proposals affecting the urban or rural landscape	An integral landscaping scheme (hard and soft) which contributes to and enhances the natural and local environment, including sympathetic boundary treatments and green infrastructure. The scheme should include: • a plan detailing the external works including hard and soft landscaping and future landscape features (trees/planting, flood management measures, roads/paths,	Local Plan policies: EN1 - Sustainable Design EN4 - Historic Environment, including Heritage Assets EN16 - Landscape within the Built environment EN18 - Rural Landscape EN19 - High Weald National Landscape ED6 - Rural Businesses and Recreational/Leisure (including equestrian) Uses in the Countryside Benenden NDP: SSP1 - Land adjacent to Feoffee Cottages, Walkhurst Road, Benenden

Validation Requirement	Information required	Links to guidance and National/Local policy
	fencing/walls, screening, noise bunds) • an evaluation of the importance of existing landscape features to the character and function of the area, how the proposal maintains and enhances the area and mitigates any negative impacts • measures to retain existing landscape features (important trees and hedges) or encourage natural regeneration • planting specifications (inc. soil preparation/planting method, spacing/ seed types, plant species, stock size, means of protection/ support, timing of planting) • evidence that the ground is suitable for the proposed planting scheme (soil type, volumes and condition) • details/materials for landscape features e.g. hedge banks, walls, fencing, surfacing • details of ongoing management of planting / landscaping • evidence schemes are co-ordinated with street lighting and below ground services	Goudhurst Neighbourhood NDP: Policy D1 – Design Considerations High Weald Parish Information Maps

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Archaeological Assessment All sites that have potential to include heritage assets with archaeological interest	An archaeological desk-top assessment which should include the following information: • a description of the significance of the heritage assets affected by the proposed development and their contribution to the site • a desk-based assessment of the impact of the proposal. It should show the sources that have been considered and the expertise that has been consulted • any relevant supporting documentation, such as plans showing historic features that may exist on or adjacent to the site. This includes listed buildings and structures, historic parks and gardens, and historic battlefields A field study evaluation may also be required.	NPPF **National Decision Making policy HE10: Loss or removal of heritage assets** Historic England Advice Note 17 – Planning and Archaeology Local Plan policies: EN4 - Historic Environment, including Heritage Assets Benenden NPD: SSP2 - Uphill, New Pond Road, Benenden Lamberhurst NDP: Policy D6 – Historic Environment
Diversification/ farm business plan Proposals for rural diversification -	A diversification/farm business plan which demonstrates the proposed development would not cause severance or disruption to the agricultural holding and would not necessitate the need for new buildings to continue farm operations as a result of the	NPPF **National Decision Making policy E4: Rural business development** Local Plan: Policy ED4 - Rural Diversification Brenchley and Matfield NDP

Validation Requirement	Information required	Links to guidance and National/Local policy
food/dairy production, farm shops, tourism accommodation, niche businesses, woodland related activities	loss/reuse of existing buildings for other uses.	Policy BE4 - Agricultural diversification
Rural Workers' dwellings supporting statement New dwellings for rural workers employed in agriculture, forestry, and commercial equestrian, and other types of rural employment	Statement to identify the need for development and financial soundness of the rural worker's business. This should cover existing and future requirements and the number of workers. The size and scale of any dwelling would need to be appropriate for the purpose required and the needs of the business to provide reasonable family accommodation.	NPPF **National Decision Making policy HO11: Isolated homes in the countryside** PPG - Housing Needs of Different Groups Local Plan: Policy H7 - Rural Workers' Dwellings
Lighting impact assessment All applications where outdoor lighting is proposed in rural or light sensitive locations (High Weald National Landscape) or where there are concerns about light pollution or lighting	The assessment should illustrate proposed lighting levels including illuminance contour plots for 0.2, 0.5, 1.0, 5.0, and 10 Lux as a minimum on day 1 of installation. Lighting engineers should work with landscape architects and ecologists as necessary to ensure the landscape and ecological sensitivities of a site are considered.	NPPF **National Decision Making policy P3 2(e): Living conditions and pollution** PPG - Light Pollution The Institute of Lighting Professionals Guidance Note GN01: the Reduction of Obtrusive Light HWNL Advice Note: Dark Skies in the High Weald Local Plan policies: EN8 - Outdoor Lighting and Dark Skies

Validation Requirement	Information required	Links to guidance and National/Local policy
may give rise to a nuisance		ED6 - Rural Businesses and Recreational/Leisure (including equestrian) Uses in the Countryside
Viability or marketing information report All proposals that would result in the loss of: • an existing employment use • tourism accommodation • community facility/service • recreational buildings/facilities that are operated on a commercial basis	Such applications should be supported by: • a viability report, prepared by a relevant professional, including financial accounts, marketing information, illustrating efforts to promote, improve, and market the building, for sale or rent, at a reasonable value which reflects the existing use and condition of the building (a min. of 2 independent valuations of the building required) have not been successful, and the use is no longer viable; • such information should include: the history of previous uses, period/s of vacancy, details of agent/s, copies of brochures, advertisements, and dates (showing that the property has been marketed at local & regional level); records of the response and interest; and any offers received with reasons for being rejected • evidence there is no prospect of	NPPF **National Decision Making policy HC6: Retention of key community facilities and public service infrastructure** Local Plan policies: ED2 - retention of existing employment sites and buildings ED5 - Conversion of Rural Buildings outside the Limits to Built Development ED7 - Retention of, and improvements to existing, and the promotion of new, tourist accommodation and attractions ED12 - Retention of Local Services and Facilities OSSR1 - Retention of Open Space Benenden Neighbourhood NDP policies: BE3 - Shops and Public Houses BE4 - Community Facilities Brenchley and Matfield NDP: Policy BE1 - Retention or Redevelopment of Agricultural Buildings and Commercial Sites for Residential Use Capel NDP Policy C12 – Protection of Public Houses Goudhurst NDP: Policy B2 - Retention of Business Premises Hawkhurst NDP:

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	existing buildings/use, the partial or comprehensive redevelopment of the existing buildings/use, continuing in current use or other employment/community use for the building or the site's location • the marketing information should cover a sustained period of at least 18 months (12 months for recreational buildings) before an application is submitted • review may be required by an independent consultant and it is expected that the applicant will cover this cost	Policy CM4 - Loss of Retail Lamberhurst NPD policies: C1 - Community Facilities of Value B2 - Tourism, Hospitality and Retail
Waste Management Strategy All development that proposes a change to or new refuse/recycling facilities	• A strategy and scaled plans to show the location/s of all refuse/recycling storage and, where relevant, refuse/recycling collection points. • Statement to clarify sufficient provision for the whole development has been provided. • Set out how all waste will be managed on a regular basis.	Local Plan Policy: EN1- Sustainable Design (criteria 1 – Design, character and site context and 10 – waste storage) To comply with any advice provided by Waste Services and the provision of sufficient refuse and recycling storage facilities.

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Habitat Regulations Assessment **All development within or close to the 7km zone of influence for Ashdown Forest Special Protection Area or Special Area for Conservation**	Proposals may need to be screened under the Habitat Regulations to see if they require an appropriate assessment where they are within or close to the 7km zone of influence for Ashdown Forest. Where such assessments are required applicants shall provide a Shadow Habitat Regulations Assessment to assist undertaking the formal screening and assessment. Developments within the 7km zone are likely to be required to make a financial contribution to mitigation projects for the Ashdown Forest.	The Conservation of Habitats and Species Regulations 2017 PPG - Construction Near Protected Areas and Wildlife Tunbridge Wells Habitats Regulations Assessment 2020 Full details of the type of development and tariffs can be found onProtecting Ashdown Forest webpage. Local Plan policies: EN10 - Protection of designated sites and Habitats EN11 - Ashdown Forest Special Protection Area and Special Area of Conservation