

Essex County Council Validation Form 3 for:
**APPLICATIONS FOR LISTED BUILDING CONSENT,
 CONSERVATION AREA CONSENT &**

Applications **MUST** include the national requirements & applicable local requirements. It is advised to discuss exact requirements during pre-application discussions (as this varies site by site), to avoid time & expense of undertaking unnecessary work, while speeding up validation & planning processes by ensuring all relevant information is submitted.

All electronic submissions **MUST** follow file size, type and naming conventions specified in the Supplementary Guidance (Section 1.1.11).

APPLICATION TYPE	Tick as appropriate
Applications for LISTED BUILDING CONSENT	<input type="checkbox"/>
Applications for CONSERVATION AREA CONSENT	<input type="checkbox"/>
Applications for SCHEDULED MONUMENT CONSENT	<input type="checkbox"/>

NATIONAL REQUIREMENTS			
Item	Advice in section (s):*	Required	Where information can be found, or statement why it is not appropriate
Single (or agreed number) of hardcopies	1.1.11.6		N/A
The Standard Application Form (signed & dated), <i>including signed & dated declarations of Ownership & Agricultural Holdings</i>	2.4	YES	
Design & Access Statement (Except change of use applications)	2.1		
Location Plan	2.3.5	YES	
Site Plan	2.3.7	YES	
Block Plan of the Site	2.3.1	YES	
Existing & Proposed Elevations	2.3.2	YES	
Existing & Proposed Floor Plans	2.3.3	YES	
Existing & Proposed Site Sections Finished Floor / Site Levels	2.3.4	YES	
Existing & Proposed Roof Plans	2.3.6	YES	
The Correct Fee	2.2	YES	

* - Sections of the Supplementary Guidance

Further local requirements are listed overleaf:

LOCAL REQUIREMENTS			
Item	Advice in section (s):	Required	Where information can be found, or statement why it is not appropriate
Biodiversity Checklist (signed & dated)	3.3	YES	
<i>If required by checklist</i> - Biodiversity Statement & Mitigation Plan	3.3.1		
<i>If required</i> - Habitats Regulations Assessment / Appropriate Assessment	3.3.2		
<i>If required by checklist</i> - Species Surveys carried out at the correct time of year	3.3.3		
Heritage Statement &/or Archaeological Assessment	3.11 3.11.1		
Landscape Assessment &/or Visual Impact Assessment	3.13		
Light Impact Assessment	3.13		
Parking Provision	3.17		
Photographs & Photomontages	3.19		
Planning Statement	3.21		
Structural Survey	3.24		
Tree Survey / Arboricultural Implications and Method Statement	3.27		

You are advised to submit your application through the Planning Portal, with at least (or as otherwise advised) one hard copy to:

Minerals & Waste Planning Team,
Essex County Council,
E3 County Hall,
Market Road,
Chelmsford,
Essex,
CM1 1QH