

Dumfries and Galloway Council - Validation Checklist

The following checklist provides details on the information we require to validate an application

Full details of validation requirements can be found in the HoPS guidance notes on validation.

[HOPS Validation and Determination Guidance for Planning Applications.pdf \(dumgal.gov.uk\)](#)

	Application Type						
	Full Planning Permission	Listed Building Consent	Conservation Area Consent	Advertisement Consent	Prior Notification	Certificate of Lawfulness	Renewal of Consents*
Application Form. This should include a description of the proposal, address of the site, name and address of applicant and agent. Applicant details must be provided and should not be described as 'c/o agents.	✓	✓	✓	✓	✓	✓	
Land Ownership Certificates	✓	✓	✓				✓
Application Fee. We do not accept cash or cheques. Planning-Application-Fees-010422.pdf (dumgal.gov.uk)	✓			✓	✓	✓	✓
Location Plan. This should be at a scale of 1:1250 or 1:2500. The application site must be outlined in RED and must be capable of identifying the application site in relation to neighbouring land and should include at least two named roads. Any other land owned or in the control of the applicant should be outlined in BLUE. A north point should be shown, and it must have the correct OS licence.	✓	✓	✓	✓	✓	✓	
Block Plan. This should be at a scale of 1:500 or 1:200 and demonstrate the layout of the site, showing a north point, and if applicable, proposed buildings, hard surfaces, boundary treatments, car parking, access, open spaces, trees and planting areas.	✓	✓	✓	✓	✓	✓	
Existing/Proposed Floor Plans. Showing the proposal in detail; existing buildings or walls to be demolished; details of existing buildings as well as those for the proposed development. Written dimensions should be clearly shown on the plans.	✓	✓	✓		✓	✓	
Existing and Proposed Elevations. All elevations should be included including finishing details. Written dimensions should be clearly shown on the plans.	✓	✓	✓	✓	✓	✓	
Existing and proposed sections and finished floor levels through the proposed building(s) and site showing; any change in ground levels. Any change in level should include finished floor details in relation to a fixed datum point.	✓			✓	✓		
Roof Plan. If any change is proposed to the roof a plan should be included showing the shape of the roof, including details of the roofing materials, vents and their location.	✓	✓			✓		
Details of any other structures or features (if applicable)	✓	✓					
Coal Mining Risk Assessment (Applies to non-householder development within the coal mining Development High Risk Area)	✓						
Major and National applications - must be accompanied by a Pre-Application Consultation Report.							
Sustainable Drainage Information (SuDS) - for any new physical development.							
Telecom applications - to include a ICNIRP declaration.	✓						
Flooding Information - Required in potential areas of flood risk identified on the SEPA flood risk maps. https://map.sepa.org.uk/floodmap/map.htm . Flood Risk Management Maps (sepa.org.uk)							
Additional Details required for proposals affecting Listed Buildings or within a Conservation Areas technical-details-for-windows-and-doors-ldp2-nov-2019.pdf (dumgal.gov.uk)							
Window and Door details at a scale 1:20, including 1:1 astragals detail (if applicable)	✓	✓					
Manufacturers specifications of any proposed rooflights/solar panels/flues, etc	✓	✓					
A structural engineers statement if the proposal includes the demolition of all or significant parts of the building.		✓	✓				
A Design Statement unless the application relates to: Alteration/extension to a building, erection of domestic outbuilding, change of use only, variation of condition(s), an engineering or mineral operation, or Planning Permission in Principle (which will require supporting information).	✓						
An Access statement containing a written statement relating to access to the building for disabled people where the application will alter the means of access.		✓					
Notes on Certificates of Lawfulness							
Additional key items that must be included in the form or attached are: - The exact nature of the development or use; Date that the use commenced or date operations were completed; The Use Class applied for; Reasons why the applicant regards the use/operation as lawful; Any other information that is relevant to support the development or use. This could be in the form of evidence or full detailed drawings.							

*Renewal of Consents only applies where the time period for an unimplemented planning permission (normally 3 years) has not expired.