



Validation checklist:

Householder application for planning permission for works or extension to a dwelling

| National Requirements Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically: | Tick |
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| Application form, fully completed, signed and dated | |
| Ownership Certificates (A, B, C or D – as applicable) and Agricultural Holdings Certificate (on application form) fully completed. Either Certificate A, B, C or D to be completed as applicable. Where B, C or D have been completed, Notice(s) need to be served as required. | |
| Location plan (based on an up to date map) at a scale of 1:1250 showing at least two main roads, surrounding buildings and show the direction of North. The application site must be edged clearly with a red line and a blue line around any other land owned by the applicant. | |
| A copy of any other plans and drawings or information necessary to describe the subject of the application, drawn to identified scale and showing the direction north. See below for details of plans that may be required for the application proposal. | |
| <ul style="list-style-type: none"> Block/site plan at a scale of 1:500 showing the proposed development, including neighbouring properties, site boundaries, any hardstanding and/or car park. | |
| <ul style="list-style-type: none"> Existing <u>and</u> proposed elevations at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded. | |
| <ul style="list-style-type: none"> Existing <u>and</u> proposed floor plans at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded. | |
| Flood Risk Assessment – see Planning Advice Note | |
| Heritage Asset Statement – see Planning Advice Note | |
| Correct fee | |
| Further guidance on the requirements listed above can be found in the Planning Advice Note for Applicants/Agents: Information required when submitting an application. | |

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| <p>Local Requirements</p> <p>Further information about the plans/documents listed and when they are required can be found in the Planning Advice Note for Applicants/Agents: Information required when submitting an application.</p> <p>Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:</p> | Tick |
| Section drawings – to show existing and finished levels | |
| Street scene elevations - for any large extensions fronting the street | |

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| <p>Additional Requirements</p> <p>The following documents may be required depending on the nature and location of the proposal to assess the impact of the development as proposed. Upon Validation if not provided as part of the application the local planning authority will confirm the level of further information to be provided within the 14 day period. Further guidance can be found in the Planning Advice Note for Applicants/Agents: Information required when submitting an application. Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:</p> | Tick |
| Roof Plans | |
| Badger, Bat or Barn Owl Survey | |
| Biodiversity Survey and report | |
| Drainage Strategy/Sustainable Urban Drainage | |
| Tree Survey/Arboricultural Impact Assessment and method appraisal | |