

VALIDATION CHECKLIST - Householder application for planning permission for works or extension to a dwelling

NATIONAL REQUIREMENTS

	Tick
Completed form plus (3 copies to be supplied unless the application is submitted electronically)	
A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies plus original to be supplied unless the application is submitted electronically)	
A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies plus original to be supplied unless the application is submitted electronically) including:	
Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)	
Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)	
Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)	
Roof plans (e.g. at a scale of 1:50 or 1:100)	
The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995	
Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995	
Design and Access Statement, required if development is in a conservation Area or Area of Outstanding Natural Beauty	
The appropriate fee	
In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article	

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LOCAL REQUIREMENTS

Please tick right hand column if documents included

ADDITIONAL INFORMATION NEEDED	WHEN IT IS NEEDED	Tick
Flood Risk Assessment	Within Environment Agency Flood Zone 3	
Parking Provision to be shown on block plan	Front or side extension or where garaging is to be demolished or converted	
Tree survey – Arboricultural Statement	Where development is within the crown spread of any tree to be retained .	
Construction Method Statement (to demonstrate safeguards against pollution)	Where development is within 20m of any watercourse. Where development is within a Groundwater Source Protection Area.	
Sustainability Statement	This should address the issues raised in the Supplementary guidance to PPS1 – published 17 December 2007 and should be included in the Design and Access statement (where one is required)	