

VALIDATION CHECKLIST - Householder application for planning permission for works or extension to a dwelling and Listed Building consent

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	
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 constructed on an existing parking area 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 (including demolition) is within 20m of any watercourse. Where development is within a Groundwater Source Protection Area.	
Protected species survey	Where a roofspace is to be altered. Where alterations are proposed to a bank of a watercourse	
Structural Survey	Where structural changes to a building are proposed	
Heritage Statement –an analysis of the character and historic interest of the listed building and impact of the proposed works. A schedule of works.	All – include in Design & Access Statement	
Drawings at a scale of not less than 1:20.	For details of any new doors, windows, shopfronts, panelling, fireplaces, mouldings and other new decorative details.	
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	