

# VALIDATION CHECKLIST - HOUSEHOLDER application for planning permission for works or extension to an existing dwelling

For non electronic submissions, please ensure:

- 3 copies of all documentation are submitted
- All plans and drawings include paper size, key dimensions and a scale bar indicating a minimum of 0-10 metres
- You indicate on the relevant boxes if you have provided the information



THIS CHECKLIST **MUST BE** COMPLETED AND SUBMITTED WITH YOUR APPLICATION  
IT IS REQUIRED TO ASSIST THE VALIDATION PROCESS AND FAILURE TO PROVIDE MAY  
LEAD TO YOUR APPLICATION NOT BEING VALIDATED

If you need assistance with requirements for submitting your application, please contact our Planning Support Officers on 01803 861450

## NATIONAL REQUIREMENTS

INFORMATION NEEDED	Y/N
Completed form	
A <b>Location plan</b> with the application site edged red and any adjoining and owned by the applicant edged blue at a scale of 1:1250 or 1:2500 in rural areas and showing the direction of North	
A <b>site/block</b> of the site to a scale of not less than 1:200 showing existing features of the site eg, walls, buildings, other structures and boundary treatments. All new works shaded in red. Applicants will also need to show any trees on site and indicate their location, including species, girth and spread on the map.	
A copy of the following plans and drawings. Drawings should clearly outline any materials or finishes to be used. This may include render type and colour, roofing slates, eaves and verge details, and door and window styles:	
• 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 cross section/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 <b>completed Ownership Certificate</b> (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995	
<b>Agricultural Holdings Certificate</b> as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995	
<b>Design and Access Statement</b> , required if development is in a Conservation Area. This will include the developers reasoning behind the final design. It should also include the proposed materials and colour the applicant wishes to use. Further guidance on design statements is also available in publications by the Commission for Architecture and the Built Environment (CABE).	
The <b>appropriate fee</b> (see separate fees form)	
In addition, where Ownership Certificates B, C or D have been completed, notice(s) must be given and/or published in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010	

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## LOCAL REQUIREMENTS

INFORMATION NEEDED	WHEN IT IS NEEDED	Y/N
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	
Construction Method Statement (to demonstrate safeguards against pollution)	Where development is within 20m of any watercourse or where development is within a Groundwater Source Protection Area.	
Supplementary planning statement	Not always necessary but should be considered where the impact of the proposed development on the surrounding area can not properly be considered by drawings alone. It is useful to submit photo-montages or schematic drawings that give an accurate impression of the proposed development.	

### Drainage details:

- The means of fresh water supply: Mains  Other

- The means of surface water drainage:

- The means of foul sewage disposal:

Mains

- Connecting to an existing cesspit, septic tank or other (*please state which type and give details on drawings*)