

Validation Checklist

Applicants must confirm that they have supplied information as required by national and local requirements with their application.

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

NB 4 copies of all documents are required unless the application is submitted electronically

Note: all planning application documents submitted will be scanned and displayed on the Council's website. To ensure they are clearly viewable, drawings must be sharp with a white background, and preferably on A3 or A4 size paper.

National Requirements	Tick
Completed and signed application form	
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, if required – see notes for guidance	
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	
Plans/Drawings Note: all drawings must be suitable for scanning and display electronically for the application to be valid	
Site Location Plan A plan typically at a scale of 1:1250 or 1:2500 which should identify sufficient roads and/or buildings on land adjoining the application site to ensure the exact location of the application site is clear. The application site should be clearly edged with a red line and a blue line should be drawn around any other land owned by the applicant	
Block/Site Plan A plan drawn at an identified standard metric scale showing a) the direction of North; b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions to the boundaries, unless there are no immediate neighbours or there is no increase in the footprint of the building c) all the buildings, roads and footpaths on land adjoining the site including access arrangements; d) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development; e) boundary treatment including walls or fencing where this is proposed	
Elevations as proposed , (e.g. scale of 1:50 or 1:100) showing clearly the proposed works, (by using colour or hatching) in relation to what is existing, all sides where the development is visible being shown, indicating the style, materials and finish of windows and doors with existing ground levels clearly shown. Full existing elevations will only be required where a property is situated within the greenbelt or rural area	
Floor plans as proposed , (e.g. scale of 1:50 or 1:100) showing clearly the full proposed works in relation to what is existing. Where existing buildings or walls are to be demolished these should be clearly shown. Full existing floor plans will only be required where a property is situated within the greenbelt or rural area or	

where the proposed drawings do not clearly distinguish (by using colour or hatching) between existing and proposed	
Existing and proposed site sections and finished floor and site levels (e.g. scale of 1:50 or 1:100). Required in cases where a proposal involves a change in ground levels or is on a sloping site	
Roof plans (scale of 1:50 or 1:100) where the development is more than single storey or alters the shape of the roof (can be combined with site/block plan)	

Local Requirements

You are required to submit additional information as set out in the table below. However, this additional information may not be required with every application.

In some circumstances there could be other information specific to the application that may be required; any such information will be requested as early as possible during the application process.

Local Requirements	Enclosed	Not required
Biodiversity survey and report		
Flood risk assessment		
Land contamination assessment		
Parking and access arrangements		
Tree survey		