



Validation Checklist

Use with form no.3:

Householder Application for planning permission for an extension, vehicular access or works to a single dwelling and Listed Building Consent.

NATIONAL REQUIREMENTS (see Guidance Notes for more details)

- Completed form (4 copies unless the application is submitted electronically), including:
 - 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
 - Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
 - 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 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and Regulation
- Plans which identify the land to which the application relates drawn to an identified scale of 1:1250 or 1:2500 for a location plan **and** 1:500 or 1:200 for a site plan and showing the direction of North (4 copies unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies 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)
- Design and Access Statement
- The appropriate fee

LOCAL REQUIREMENTS (see Guidance Notes for more details)

- Flood Risk Assessment, if required
- Parking provision
- Street scene elevation
- Tree survey/Constraints plan/Arboricultural implications
- Heritage Statement
- Metric Scale Bar on Plans submitted