

VALIDATION CHECKLIST: HOUSEHOLDER CONSENTS

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| 1. | <p><u>Standard Planning Application Form</u></p> <ul style="list-style-type: none"> ▪ Either the paper or electronic 1APP form in the circumstances described in paragraphs 2-16; ▪ The current 1APP form should always be used; in reality this is very difficult to monitor so cannot be enforced rigidly. Only if a clearly old form is submitted should an application be invalidated on this basis. ▪ Descriptions can be amended to improve accuracy and for consistency, if agreed with applicant. |
| 2. | <p><u>Location Plan</u></p> <ul style="list-style-type: none"> ▪ Metric scale of typically 1:1250 or 1:2500. ▪ Application site must be clearly edged with a continuous red line and include all the land required to carry out the proposed development. Any other land within the control or ownership of the applicant that is adjacent or close to the application site should be edged with a blue line ▪ Plan to identify “sufficient” roads and/or buildings on adjoining land for site identification. |
| 3. | <p><u>Block Plan</u></p> <ul style="list-style-type: none"> ▪ Metric scale of typically 1:200 or 1:500. ▪ Require inclusion of a north arrow. ▪ Require the proposed development to be shown in relation to the site boundaries and other existing buildings on the site. ▪ Require buildings, roads and footpaths on land adjoining the site including access arrangements (unless they would not influence or be affected by the proposed development). ▪ Require all public rights of way crossing or adjoining the site (unless they would not influence or be affected by the proposed development). ▪ Require the position of all trees on the site and those on adjacent land (unless they would not influence or be affected by the proposed development). ▪ Require extent and type of any hardstanding to be shown for change of use applications, garage conversions and for proposals increasing the number of bedrooms. ▪ Require boundary treatments <i>if proposed</i>. |
| 4. | <p><u>Ownership Certificates</u></p> <ul style="list-style-type: none"> ▪ Require paper ownership certificates to be signed and for the original certificate to be included in the submission. |
| 5. | <p><u>Agricultural Certificates</u></p> <ul style="list-style-type: none"> ▪ Require paper certificates to be signed and for the original certificate to be included in the submission. |
| 6. | <p><u>Fee</u></p> <ul style="list-style-type: none"> ▪ Required for application to be validated. |

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| 7. | <p><u>Design & Access Statements</u></p> <ul style="list-style-type: none"> ▪ Only required for householder development in Conservation Areas. |
| 8. | <p><u>Existing and Proposed Elevations</u></p> <ul style="list-style-type: none"> ▪ Metric scale of typically 1:50 or 1:100, illustrating all relevant external sides of the proposal. ▪ Existing elevations not required to be separate from proposed elevations, as long as existing and proposed can be seen clearly. ▪ Not required for buildings to be demolished. ▪ Blank elevations must be included; if only to show that this is in fact the case. ▪ Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property. |
| 9. | <p><u>Existing and Proposed floor plans</u></p> <ul style="list-style-type: none"> ▪ Metric scale of typically 1:50 or 1:100 and should explain the proposal in detail. ▪ Existing floor plans not required to be separate from proposed plans, as long as existing and proposed can be seen clearly. ▪ Where existing buildings or walls are to be demolished, these should be clearly shown. ▪ The proposed development should be shown in context with the site boundary and any existing adjacent buildings. ▪ Where a proposed floor plan is in close proximity to an adjoining building, the drawings should clearly show the relationship between the buildings and the context with the site boundary |
| 10 | <p><u>Sections and finished floor levels</u></p> <ul style="list-style-type: none"> ▪ Not required for registration in general. ▪ In the case of a sloping site, it will be necessary to show how the proposal relates to existing ground levels or where ground levels outside the extension would be modified. |
| 11. | <p><u>Roof plans</u></p> <ul style="list-style-type: none"> ▪ Required for all applications involving proposed dormer windows, changes to the roof of existing buildings and complex two-storey extensions (except for flat to pitched). |
| 12. | <p><u>Retrospective applications</u></p> <ul style="list-style-type: none"> ▪ Dimensioned photographs may replace elevation plans for single storey extensions, fencing and access proposals, if the photograph is taken at right angles and straight. It should also be accompanied by a block plan to normal standards. |