

Householder planning application & Listed building consent for works or extension to a dwelling Validation Checklist

National Requirements - Plans

Location Plan

Scale 1:2500 or 1:1250

When required

All applications

What information is required?

- Up to date map with site edged clearly with a red line, including any required visibility splays and access to the site from the public highway
- The direction of north should be shown.
- The plan must cover a large enough area to enable the location to be easily found.

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 44 - 48 - found at:

[Communities and government validation guidance](#)

Site Plan

Scale 1:500 or 1:250/1:200/1:100

When required

All applications

What information is required?

- The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.
- Written dimensions, including those to the boundary, should be shown.
- Any trees or public rights of way affected by the development should be shown
- Any new boundary walls or fencing proposed as part of the development

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 44 - 48 - found at:

[Communities and government validation guidance](#)

Other Documents

Application Form

When required

All applications

What information is required?

Completion of the forms, further guidance is available to download [Householder & listed building consent](#)

Ownership Certificate

When required

All applications

What information is required?

Completed Certificate stating the ownership of the application site

Where to look for further assistance

The Certificate is part of the planning application form and details on how to complete it are included in the [application forms and guidance notes](#) available on the Council's web site.

What information is required?

Where a third party own all or part of the application site, Notice of the application must be given to them
You can download a copy of the [notice under article 6](#) on the Council's website

Fee

When required

Planning applications incur a fee

What information is required?

The correct fee

Planning Policy and Where to look for further assistance

Full details can be found on the [Council's web site](#) or in Government Circular 04/2008

Design & Access Statement

When required

All applications

What information is required?

A written statement which explains the design principles and concepts that have been applied to the works and the policy adopted as to access to the building, and who these take account of the following:

- The special architectural or historic importance of the building;
- The particular physical features of the building that justify its designation as a listed building;
- The building's setting.

The written statement should include an assessment of the impact of the proposed works on the significance of the building and those areas affected by the works, including any steps that are to be taken to avoid or minimise any adverse impacts. (Specialist input may be required to aid understanding of the building where features of special interest are affected.)

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraphs 128-138 and associated Historic Environment Planning Practice Guide. The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns Forum may also assist and is available here: <http://www.historictownsforum.org/node/1259>

Local Requirements – Plans All plans must include a scale bar

Plans for alterations to a Listed Building should usually be drawn to a scale of 1:50. It is rare that plans will be accepted at a smaller scale as it becomes difficult to illustrate architectural features. However in the case of very simple localised works, plans on a smaller scale of 1:100 may be acceptable.

Existing Elevations

Scale 1:50 (see note above for when 1:100 may be acceptable)

When required

Where alterations and/or extensions to an existing building are proposed

What information is required?

Drawings that clearly show the existing appearance of the building

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraphs 128-138 and associated Historic Environment Planning Practice Guide. The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns Forum may also assist and is available here:

<http://www.historictownsforum.org/node/1259>

Proposed Elevations

Scale 1:50 (see note above for when 1:100 may be acceptable)

When required

For all new buildings and for all proposals where extensions or alterations to an existing building are proposed

What information is required?

These should show any elevations that would be created or altered by the development. These should include proposed building materials and the style and materials of windows and doors.

Where new developments are proposed, plans should show the relationship of the new building to neighbouring buildings

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraphs 128-138 and associated Historic Environment Planning Practice Guide. The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns Forum may also assist and is available here:

<http://www.historictownsforum.org/node/1259>

Existing & Proposed Floor Plans

Scale 1:50 (see note above for when 1:100 may be acceptable)

When required

For all new buildings and for all proposals where extensions are proposed

What information is required?

These should highlight any walls to be demolished and show the uses of the any proposed new rooms

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraphs 128-138 and associated Historic Environment Planning Practice Guide. The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns Forum may also assist and is available here:

<http://www.historictownsforum.org/node/1259>

Existing & Proposed Roof Plans

Scale 1:50 (see note above for when 1:100 may be acceptable)

When required

Where any roof is being altered and the change cannot be adequately shown on the elevation plans

What information is required?

The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating

Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraphs 128-138 and associated Historic Environment Planning Practice Guide. The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns Forum may also assist and is available here:

<http://www.historictownsforum.org/node/1259>

Site Sections

Scale 1:100 or 1:50

When required

When a change in level is proposed eg on a sloping site

What information is required?

These should show existing and proposed site levels, and finished floor levels, with levels related to a defined datum point

Planning Policy and Where to look for further assistance

Communities and Local Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

[Communities and government validation guidance](#)

Parking Plan

Scale 1:100

When required

Only when the proposals involve the conversion of a garage to living space or building over a parking space

What information is required?

Drawing showing proposed parking arrangements

Detailed drawings of new windows, doors, mouldings etc

Scale Minimum of 1:20 to provide general view. Where architectural details form the main focus of an application large scale drawings of individual architectural details will be required e.g. joinery at 1:5 elevations with 1:2 sections

When required

Where new doors or windows or features are proposed

What information is required?

Detailed scale drawings showing sections, mouldings, profiles and materials

Planning Policy and Where to look for further assistance

Historic Environment Planning Practice Guide

Other Documents

Flood Risk Assessment

When required

When the development is within Environment Agency Flood Zone areas Areas 2 or 3

What information is required?

Proportionate Flood Risk Assessment

Planning Policy and Where to look for further assistance

Detailed Guidance from the Environment Agency can be found at:

<http://www.environment-agency.gov.uk/research/planning/82584.aspx>

The site also shows flood risk areas National Planning Policy Framework paragraphs 100 to 104

Structural survey

When required

Where structural changes to a listed building are proposed, such as alterations to the roof; cutting of beams

What information is required?

A professional structural survey that demonstrates that the alterations proposed will not adversely affect the structural stability of the listed building

Planning Policy and Where to look for further assistance

Historic Environment Planning Practice Guide

Protected Species survey

When required

Where a roof of a building is being demolished or replaced

What information is required?

Likely to focus on Bats/breeding birds

Planning Policy and Where to look for further assistance

Advice on Protected Species surveys can be found on the Council's web site here:

<http://www.wiltshire.gov.uk/planninganddevelopment/biodiversityanddevelopment.htm>

Schedule of works and/or specification of repairs

When required

Mainly required for complicated or larger scale proposals including a number of different elements

What information is required?

May take the form of a written schedule or annotations to the proposal drawings

Planning Policy and Where to look for further assistance

Historic Environment Practice Guide paragraph 68