# Householder Validation Checklist

(Those involving extending a dwelling or erecting/altering an outbuilding or the access to the dwelling)

## 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.

### 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 guidance](#)

### Ownership Certificate

- **When required**: All applications
- **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
<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Scale</th>
<th>When Required</th>
<th>What Information is Required?</th>
<th>Planning Policy and Where to look for further assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Existing Elevations</strong></td>
<td>1:100 or 1:50</td>
<td>Where alterations and/or extensions to an existing building are proposed.</td>
<td>Drawings that clearly show the existing appearance of the building.</td>
<td>Government Guidance on Information Requirements and Validation - paragraphs 94 &amp; 95.</td>
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<td>Found at: <a href="#">Communities and government validation guidance</a></td>
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<tr>
<td><strong>Proposed Elevations</strong></td>
<td>1:100 or 1:50</td>
<td>Where alterations and/or extensions to an existing building are proposed; when new buildings, such as garages are proposed.</td>
<td>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.</td>
<td>Government Guidance on Information Requirements and Validation - paragraphs 94 &amp; 95.</td>
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<tr>
<td><strong>Existing &amp; Proposed Floor Plans</strong></td>
<td>1:100 or 1:50</td>
<td>Where alterations and/or extensions to an existing building are proposed.</td>
<td>These should highlight any walls to be demolished and show the uses of the any proposed new rooms.</td>
<td>Government Guidance on Information Requirements and Validation - paragraphs 94 &amp; 95.</td>
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<tr>
<td><strong>Existing &amp; Proposed Roof Plans</strong></td>
<td>1:100 or 1:50</td>
<td>Where any roof is being altered and the change cannot be adequately shown on the elevation plans.</td>
<td>The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating</td>
<td>Government Guidance on Information Requirements and Validation - paragraphs 94 &amp; 95.</td>
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<tr>
<td><strong>Site Sections</strong></td>
<td>1:100 or 1:50</td>
<td>When a change in level is proposed eg on a sloping site.</td>
<td>These should show existing and proposed site levels, and finished floor levels, with levels related to a defined datum point.</td>
<td>Government Guidance on Information Requirements and Validation - paragraphs 94 &amp; 95.</td>
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<tr>
<td><strong>Parking Plan</strong></td>
<td>1:100</td>
<td>Only when the proposals involve the conversion of a garage to living space or building over a parking space.</td>
<td>Drawing showing proposed parking arrangements.</td>
<td>Government Guidance on Information Requirements and Validation - paragraphs 94 &amp; 95.</td>
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</table>
**Flood Risk Assessment**

**When required**
When the development is within Flood zone areas 2 or 3

**What information is required?**
Flood Risk Assessment

**Policy Drivers 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](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