

## 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.

#### Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements

and Validation - paragraphs 44 - 47 - 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 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 from the Planning Portal [Introduction - Consent types - Planning Portal](#).

#### Ownership Certificate

#### When required

All applications

#### Where to look for further assistance

The Certificate is part of the planning application form. Further information on what to submit can be found on the Planning Portal at [What to submit - How to apply - Planning Portal](#)

#### 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. Notice under article 6 can be found on the government's website [The Town and Country Planning \(General Development Procedure\) Order 1995 \(legislation.gov.uk\)](#).

#### Fee

#### When required

Planning applications incur a fee

#### What information is required?

The correct fee

#### Planning Policy and Where to look for further assistance

For full details of fees and to calculate your planning fee, go to [Fees for planning applications - GOV.UK \(www.gov.uk\)](#) or the [Planning Portal](#) website

### Existing Elevations

Scale 1:100 or 1:50

#### 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

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

[Communities and government validation guidance](#)

### Proposed Elevations

Scale 1:100 or 1:50

#### When required

Where alterations and/or extensions to an existing building are proposed; when new buildings, such as garages 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

#### Planning Policy and Where to look for further assistance

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

[Communities and government validation guidance](#)

### Existing & Proposed Floor Plans

Scale 1:100 or 1:50

#### When required

Where alterations and/or extensions to an existing building 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

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

[Communities and government validation guidance](#)

### Existing & Proposed Roof Plans

Scale 1:100 or 1:50

#### 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

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

[Communities and government validation guidance](#)

### 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

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

#### Planning Policy and Where to look for further assistance

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

[Communities and government validation guidance](#)

## Other Documents

### 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>

The site also shows flood risk areas

National Planning Policy Framework paragraphs 165 to 175

### Ecological Assessment/ Protected Species survey

#### When required

Find out if your application needs to be supported by ecological information, by going to [Biodiversity and development - Wiltshire Council](#) and clicking on the guidance form "Does my application need to be supported by ecological Information?" Please note this is a guide only and may not pick up all ecological constraints relevant to your application.

#### What information is required?

This depends on the nature of your proposal and its geographical location within Wiltshire. This link [Biodiversity and development - Wiltshire Council](#) can help you decide what to include in ecology survey and assessment reports and what to submit if you need to demonstrate nutrient neutrality. From this link you can also access information about mitigation strategies and contribution rates where development affects protected sites.

#### Planning Policy and Where to look for further assistance

National Planning Policy Framework [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#); protected species and sites [Protected species and development: advice for local planning authorities - GOV.UK \(www.gov.uk\)](#); biodiversity net gain [Biodiversity net gain - GOV.UK \(www.gov.uk\)](#); nutrient neutrality [Nutrient Neutrality and Mitigation: A summary guide and frequently asked questions - NE776 \(naturalengland.org.uk\)](#).