

Validation Checklist

3. Householder Application for Planning Permission for Works or Extension to a Dwelling and Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

A. National Requirements and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	Document File Name(s) (if supplying electronically)
Completed Form	
Site location plan (1:1,250 or 1:2,500) showing direction of north	
Block plan of the site (1:100 or 1:200) showing any site boundaries	
Existing and proposed elevations (1:50 or 1:100)	
Existing and proposed floor plans (1:50 or 1:100)	
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)	
Roof plans (1:50 or 1:100)	
Ownership Certificates (A, B, C or D – as applicable)	
Agricultural Holdings Certificate	
Design and Access Statement	
Appropriate fee	
Notice under 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, where Ownership Certificates B, C or D have been completed.	

B. Local Requirements	Documents Supplied: Yes	Documents Supplied: No*	Document file name:
Biodiversity survey and report			
Daylight / sunlight assessment			
Parking Provision			
Flood risk assessment			
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)			
<ul style="list-style-type: none"> • Photographs / photomontages 			
<ul style="list-style-type: none"> • Site Waste Management Plan 			
<ul style="list-style-type: none"> • Structural Survey 			
<ul style="list-style-type: none"> • Tree survey / Arboricultural implications 			

* – All relevant documents on the Local Requirements list will be required to be submitted with each application. Where an applicant / agent considers that a document is not relevant to the proposed development, they will be required to submit, under the relevant heading, a statement outlining in detail why that information has not been submitted.