

Householder Application Validation Checklist

Introduction

Submitting your application can be made easier if you include all of the relevant information. Failure to provide all relevant information may result in delays in validating your application.

This Checklist covers the needs of most Householder Planning Applications. Further information may be required in some instances. If this is the case you will be notified in writing by a Planning Officer.

Definition

Householder Planning Applications are broadly defined as the alteration, improvement and / or enlargement of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse. It does not include -

- (i) An application for a change of use, or
- (ii) An application to change the number of dwellings in a building.

Please refer to the Department of Communities and Local Government information booklet: 'A guide for Householders' at www.communities.gov.uk/publications/planningandbuilding/planning-guide.

Checklist

DOCUMENTATION REQUIREMENTS

To assist with application process it would help if all forms, plans and documents relevant to the application were submitted on a compact disc (CD).

Maximum file size is 5mb.

Any file greater should be divided into parts and suitably named. See submission guidance on last page.

Drawing Confirmation

All plans and drawings indicating: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres.

NATIONAL REQUIREMENTS

The Town and Country Planning (Development Management Order) 2010 requires three copies plus the original (unless submitted electronically or unless a lesser amount is deemed acceptable by the local authority). The London Borough of Hackney requires an original plus two (2) copies of all plans forms and documents are required where the application is not submitted via Planning Portal.

Completed Application Form

- The completed planning application forms, signed and dated.

Ownership Certificate (A, B, C or D as applicable)

- The completed Ownership Certificate (A, B, C or D as applicable) as required by Part 12 of the Town and Country Planning (Development Management Order) 2010.
- For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

NATIONAL REQUIREMENTS

Agricultural Holdings Certificate

Agricultural Holdings Certificate as required by Part 12 of the Town and Country Planning (Development Management Order) 2010.

The Appropriate Fee

The correct fee as outlined in Communities and Local Government Circular 04/2008 Planning-Related Fees.

Location Plan

- All applications must include copies of a location plan based on an up to-date map. This should be at a scale of 1:1250 or 1:2500 and should identify all the land to which the application relates. The original plus two copies (unless submitted electronically) should be submitted. Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- The application site should be edged clearly with a red line.
- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

The Site Plan

A site plan should be submitted, the original plus two copies (unless submitted electronically). The site plan should be drawn at an identified standard metric scale. It should show accurately:

- the direction of North,
- the development in relation to the site boundaries and other existing buildings on the site,

and the following, unless these would NOT influence or be affected by the proposed development:

- all buildings, roads and footpaths on land adjoining to site including access arrangements,
- all public rights of way crossing or adjoining the site,
- the position of all trees on the site, and those on adjacent land,
- the extent and type of any hardsurfacing,
- boundary treatment including walls or fencing where this is proposed.

Design and Access Statements

A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly.

A Design and Access Statement will be required in the following circumstances:-

- If your property is situated in Conservation Area,
- If your property is statutorily listed.

See our guidance on Design and Access Statements at:
www.hackney.gov.uk/designandaccessstatements

LOCAL REQUIREMENTS	
The following information is also required with applications.	
	Notes
<p>Existing and Proposed Elevations (at a 1:50 or 1:100 scale)</p> <p>These should show clearly the proposed works in relation to what existing. All elevations of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included.</p> <p>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.</p>	Required
<p>Existing and Proposed Floor Plans (at a 1:50 or 1:100 scale)</p> <p>These should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings, including property numbers where applicable.</p>	Required
<p>Existing and Proposed Site Sections and Finished Floor and Site Levels</p> <p>Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s).</p> <p>Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings.</p> <p>Levels should also be taken into account in the formulation of design and access statements.</p>	Required
<p>Roof Plans (at a 1:50 or 1:100 scale)</p> <p>A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.</p>	Required

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<p>Conservation Area Appraisal To form part of Design & Access Statement where applicable or to be an individual statement where Design & Access Statement is not required-making reference to Conservation Area Appraisal where applicable and/or local context.</p>	<p>Conservation area appraisal required in or adjoining conservation areas.</p>
<p>Daylight / Sunlight Assessment All major residential planning applications must provide a sunlight and daylight study.</p> <p>We may also require a sunlight and daylight study for smaller schemes where light may be a significant issue.</p> <p>Sunlight and daylight studies shall assess the impact of a proposed scheme on the sunlight and daylight received by adjoining/neighbouring residential properties and buildings.</p> <p>The study shall be in accordance with the guidelines set out in the 1991 Building Research Establishment Ltd (BRE) publication “Site layout planning for daylight and sunlight – a guide to good practice” by P.J. Littlefair. The study shall also assess how the proposed scheme accords with internal daylight levels set out in the BRE guide.</p> <p>Please note, we require studies to use the Vertical Sky Component (VSC) measurement set out in the BRE guide. We do not accept Average Daylight Factor (ADF) measurements.</p>	<p>Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.</p>
<p>Flood Risk Assessment (FRA) The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.</p>	<p>Required for applications in Environment Agency Flood Zone relating to basement or ground floor extensions.</p>

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<p>Heritage Statement (Listed Buildings Appraisal) This statement should include a schedule of works to the listed building (s). An analysis of the significance of archaeology, history and character of the building/ structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of the adjacent listed buildings maybe required.</p> <p>The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.</p> <p>Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. Further Guidance can be found in PPS5: Planning for the Historic Environment.</p>	<p>Required when the development affects a locally or statutory listed building, the setting of a locally or statutory listed building, the development is within a conservation area or affects the setting of a conservation area.</p>
<p>Photographs and Photomontages These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene.</p>	<p>Where the proposal involves the demolition of an existing building or development affecting a conservation area or listed building.</p>
<p>Tree Survey / Arboricultural Implications A plan must be provided showing the location of all trees on site and within influencing distance of the proposal. An accompanying report must by submitted in accordance with the recommendations of BS5837: 2005 Trees in Relation To Construction to include a survey of the trees, an arboricultural implications assessment, a concise list of trees which are desired to be retained/removed any other tree surgery works and a method statement outlining how the trees will be physically protected during the works. Also a drawing showing new tree planting either as mitigation for proposed tree losses or new landscaping. Applicants are encouraged to discuss proposals with an Arboricultural Officer before submission.</p>	<p>Where the application involves works that affect any trees on or off the site that are protected by Tree Preservation Order (TPO) or Conservation Area legislation. Also where the application would affect other sizeable trees that are not covered by a TPO or in a Conservation Area.</p>

Submitting a Planning Application via the Planning Portal or on CD

It is recommended that Householder Planning Applications be submitted using the Planning Portal. In this instance, the following requirements for file formats and sizes should be met.

File Type <ul style="list-style-type: none">▪ All drawings should be attached as .pdf (Adobe Acrobat) files rather than .tif files.▪ Other files types that will be accepted are .jpg, .doc and .xls files only. We are unable to accept CAD files.
File Size <ul style="list-style-type: none">▪ The maximum size of any single attachment must be no more than 5MB.▪ All drawings submitted electronically must be A3 or smaller.
Electronic Plan Information Requirements <p>All drawings must include the following information:</p> <ul style="list-style-type: none">▪ The print (paper) size;▪ The relevant scale at that print size (e.g.: 1:50, 1:100),▪ A scale bar showing the length of one metre and ten metres,▪ Key dimensions.

Questions

Please contact the Duty Planning Officer if you have any queries about the information provided in this document, or have any further questions.

Phone: Monday to Friday 9am–5pm on 020 8356 8062.

Face to Face: Monday to Friday 10am–12pm or 2pm–4pm at Hackney Service Centre, 1 Hillman Street, London E8 1DY.

Email: planning@hackney.gov.uk